

réception



Bienvenidos

καλωσορίζω

Holy Trinity C.E. Primary School

Benvenuto



Hoş geldiniz

إِسْتِقْبَال، كَرَم

خوش آمدید

Welcome to Reception

2015-16

.....

Start Date..... at 8.50am
in the Junior Playground

People in Reception

Contact Details:

Holy Trinity C.E. Primary School

Eagans Close, East Finchley, London N2 8GA

Telephone: (020) 8883 1824




office@holytrinity.barnetmail.net

www.holytrinityceschool.org

The class teacher in Reception is

	
Meghan Gove (Teacher)	Emma Phillips (Teaching Assistant)

Other People that it is useful to know are:

		
Ms Sheppard Office Manager	Tina Administration Assistant	Patsy Welfare Officer

RECEPTION CLASS

As a staff we all hope that your child's introduction to our Reception is an enjoyable and happy time for them. Like all of us, young children learn best when they are interested and through first hand experience. We want to make learning stimulating and fun for your child. Hopefully this booklet will help to answer any questions you may have and explain the Early Year's (Foundation Stage) curriculum to you.

The Early Years Foundation Stage is the period of education for children from the age of 0-5 years, covering Nursery and Reception classes. This is a distinct stage with its own targets and early learning goals, which most children should reach by the end of the Foundation stage.

As well as the Class teacher and Teaching Assistant, there are often other adults working in the class. These include other school staff as well as students from schools, colleges and universities.

This will be a very important time for your child so it is crucial that we all work together to ensure that their time here is happy. Please take the time to read the information in this booklet, in order to help you and your child prepare for the Foundation Stage.

OUR MISSION STATEMENT

At Holy Trinity CE School we promise to provide opportunities for every child to become the best that they can be. We aim to create a happy and secure Christian environment in which children can grow in confidence and independence. We strive for excellence in teaching and learning to achieve.



TIMINGS AND EXTENDED DAY

School begins at 8.50am. The children have their lunch at 11.50am. The children finish the school day at 3.25pm and can be collected from the outdoor area outside the classroom.

The school runs from 8.50am until 3.25pm but we also offer 'wrap around' care at the beginning and end of the school day. This takes the form of a Breakfast Club session from 8-8.50am and our Afterschool Club which runs from 3.30-6.00pm. However, fees are applicable for both the Breakfast and Afterschool clubs.

OUR SETTLING IN POLICY

All children are different, so our Settling in Policy is based on the needs of each individual child

Reception children enter school in 2 groups in September. They stay mornings only for the first week 8.50am -12.30pm including lunch, please collect your child from outside the office (for this week only).

From the second week they stay for a full day, 8.50am -3.25pm. Occasionally, a child may need mornings only for a longer period, this is done in consultation with parents, carers and Reception staff.

It is paramount that children feel safe, secure and happy at this vital time in their education to ensure that school is an enjoyable experience throughout their life.

We would like starting at Holy Trinity School to be a happy and exciting experience. Please help us to make it such for your child.

PARTNERSHIP WITH PARENTS

At Holy Trinity we want to build positive relationships with parents and carers. We encourage parents to talk to the staff about any concerns they have, to ask questions or to share information with us.

It is important that parents and staff keep each other informed about situations that may affect the child. If something has happened at home, it would be helpful to know so that we can understand any changes in your child's behaviour. Equally, if something occurs at school, we will let you know.

We offer 'focus child meetings' which is an opportunity to discuss your child's progress and where we also set targets with you and your child. You will receive a written report outlining your child's strengths and areas for development at the end of their time in Reception.

We welcome help from mums, dads, grandparents, carers, childminders, etc. in school and if you can spare us some time either on a weekly basis, or even just now and then, we will be very grateful. You may discover you have hidden talents in reading stories, as a librarian, cooking, doing woodwork, working on the computer, playing a musical instrument, fundraising and so on. Outings would be impossible without parental help. If there is any particular way in which you would like to help in either school or nursery please do not hesitate to let us know.

We very much want you to feel that you and your child have a sense of belonging and that there is always time to talk, to listen to each other, share problems together. You know your child better than anyone and so we have a great deal to learn from you!

EQUAL OPPORTUNITIES

At Holy Trinity we believe that every child is entitled to equal opportunities. This means that we value each child's culture, language, heritage and gender, helping them to acquire a positive self-image and self esteem. Children's individual needs are identified and extra support is given to those who need it while we also identify and support our more able pupils.

We are an inclusive school and plan to increase the accessibility of the school for disabled pupils, over time.

FIRST DAY

Please bring your child to the Junior Playground (the furthest playground from the main office)

They will need to bring

- Packed lunch (if they are not having school dinners)
- School Book bag
- School PE kit (which they will leave at school)
- Water bottle
- Cap if it is hot

Please make sure your child knows if they are having a packed lunch or a school dinner.

The children line up with their teacher and will go into class when the whistle blows at 8.50. Please be ready to say Good-bye to the children as they make their way independently into the class.

For their first week the children will finish at 12.30 and are taken to the office area to meet with you.



SCHOOL UNIFORM

At Holy Trinity the Reception children wear a uniform.

WINTER UNIFORM

Infant Boys

- Grey trousers/shorts
- White polo shirt
- Jumper*
- Plain grey socks
- Black shoes (no open toes or boots)

Infant Girls

- Navy pinafore dress/skirt/ trousers
- White polo shirt
- Jumper/cardigan*
- White/navy socks/ navy or red tights (winter only)
- Black shoes (no open toes or boots)



SUMMER UNIFORM

Infant Boys

- Grey shorts
- White polo shirt
- Jumper *
- Plain grey socks
- Black shoes (no open toes)

Infant Girls

- Navy checked dress
- Jumper/cardigan*
- White/navy socks
- Black shoes (no open toes)



PE Kit

- Navy blue shorts
- Red T-shirt *
- Plimsolls
- Red Sports bag*

Outdoor wear

- Waterproof Jacket/Coat preferably with a hood
- Hat, gloves, scarf (*winter*)
- Sun hat (*summer only*)

ITEMS MARKED WITH * ARE CLOTHES WITH THE SCHOOL LOGO. THEY CAN BE BOUGHT AT
EITHER THE SCHOOL OFFICE AT ADVERTISED TIMES OR AT;

BRAGGS UNIFORM SUPPLIES

341, Ballards Lane, North Finchley, London N12 8LJ Tel: 02084453945

SCHOOL UNIFORM

The children are offered a wide and varied curriculum that includes messy activities both indoors and out. Although the children do wear aprons when joining in with messy activities, accidents do happen, so don't worry if your child's uniform is not always clean! On cold or wet days, please make sure your child has a coat as they play outside every day. Shoes should fit properly and be suitable for running and climbing. Sandals are not appropriate.

Remember that it may be difficult for your child to cope with buttons, zips, etc, if in a hurry to use the toilet so please help you child to be able to dress themselves before starting Reception.

Please make sure all your child's items are clearly named. It avoids a great deal of confusion if you can put a name on your child's coat, hat, gloves, scarf, etc.

On admission, your child will be given her/his own coat peg and a home box, where they can store their work during the session. Please do not send your child to Reception with any items of jewellery, as they can easily get lost or broken. However, any jewellery worn for religious purposes is permissible.

LEARNING IN RECEPTION

Active and Independent Learners

We place a high value on encouraging children to become independent learners and enabling them to organise their own activities, building their self-esteem and confidence in tackling anything new. Reception is laid out in small 'learning areas', in which equipment and resources are accessible and available to the children. We provide them with maximum time and space to explore experiment, think, create, talk, question and to solve as far as possible their own problems, to carry an activity successfully though to the end. We encourage them to develop confidence in their ability to have a go, take risks, and build on what they learn. We provide them with a wealth of direct experience through which to learn.

A Child-Centred Approach

The learning environment we provide supports the children as active learners and provokes their interest and inquiry. It takes account of children as individuals, as well as their common patterns of learning. We take time to get to know each child as an individual. At all times we have to be constantly aware of what use the children are making of the activities and materials provided, so that we can judge the right time to step in and lead them forward, by asking questions, making suggestions, providing relevant knowledge, information and vocabulary or additional materials and resources. We spend a great deal of time listening to and talking with the children as they play.

At Holy Trinity we aim to provide children with rich and stimulating experiences in an environment where they feel safe, secure and able to explore and experiment.

Children that are in Nursery and Reception classes are in the Foundation Stage. The Early Years Foundation Stage document sets out clear guidelines for learning and teaching.

We provide children with a balance of both adult led activities and self-chosen, independent activities.

The Foundation Stage curriculum is organised in seven areas:

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

Play

Young children learn best when they are encouraged to explore, experiment and question. They do this when they are given opportunities to play, and when the activities they are engaged in are meaningful to them. It may seem that they are “just playing” whilst in the Foundation Stage, but this is not the case. Research shows that children involved in play based activities learn best.

Our medium term planning is topic based and changes half termly, while our weekly planning is led by the children’s interest and needs.

The Outdoor Curriculum

The outdoor area is available daily and the children are free to move independently between the indoor and outdoor areas. The outdoor area is carefully planned and there are opportunities for drawing and writing, imaginative play, mathematical development, exploring our environment and building physical skills such as running and riding a bicycle or scooter.

Reading and Phonics

In Reception at Holy Trinity we provide children with a range of strategies to learn to read. We give children reading books that are appropriate for the child's ability and change them as required. We also help children to learn Reception words. We teach phonics (letter sounds) by supporting a range of learning styles and using Read Write Inc and the Letters and Sounds Document. Therefore, phonics will be learnt by listening, seeing and through actions and rhymes.

Writing Scheme

We use a writing scheme that will help children to use correct letter formation. If you are helping your child to write their name, please use this formation;

Letter formation



PE Sessions

We have designated PE sessions each week. We use a range of resources and apparatus to develop physical skills that include climbing, balancing, movement and ball skills. We also focus on the changes that occur to our bodies through exercise and promote a healthy lifestyle. It is also important for children to develop skills in getting dressed and undressed independently. We would seek your support in this by giving children the chance to practise these skills at home.

Please leave PE kits at school and take them home at half term for washing.



Foundation Stage Profile

Throughout the year we observe the children, this helps us to build up a picture of the child's knowledge, skills and abilities. The information then feeds into the profile to provide an individual picture of the child throughout the seven areas of learning.



Monitoring and Recording Progress

Throughout your child's time at Reception, their progress and learning achievements will be carefully monitored to ensure their needs are being met and that s/he is fulfilling her/his potential. Staff make written observations and keep records about activities your child is involved in, so that they can plan for individual learning and development. Staff are happy to discuss children's work and progress on a daily basis, but if you feel that you would like to discuss her/his progress in more detail than the time allows during the session, or if you have particular concerns, the Staff are willing to arrange a mutually convenient time for more in-depth discussion.

HEALTH AND SAFETY INFORMATION

Some Do's and Don'ts

Please do not park in the staff car park or in front of the car park entrance. In an emergency vital time could be lost through thoughtless parking. Parking is not allowed on the yellow lines in Eagans Close between 2.00pm and 3.00pm. Unless it is absolutely necessary for you to drive, we ask that you leave your car at home and take the healthy option – walking or park and stride. If your child comes on a scooter or bike, please leave them in the bike parking area by the hall. (Please make sure they are left securely as we cannot be responsible if anything goes missing.) Pushchairs or buggies can also be left here.

Dogs, other than guide dogs, are not to be brought onto the school premises. For short periods of time we suggest you safely tie your dog outside the school entrance.

Smoking is prohibited on school premises.

ILLNESS

When your child first starts Reception, it is likely that s/he will be quick to pick up any infections that may be around. Please keep your child at home if obviously unwell. Children normally like to run around and play, so if your child appears “off-colour”, unusually quiet and lifeless, there's probably something wrong.

If your child has sickness or diarrhoea, they should not return for 48 hours from the day they were ill. If your child is on Penicillin, has a sore throat, chesty cough or cold, please keep her/him at home for a few days. If the illness is infectious, other children and also the Staff may become ill, so your child must be kept at home. If your child is ill, please phone the school office to let us know.

It is fairly common to have cases of head-lice in Reception. Lice thrive on clean hair. Treatment is quick and easy – shampoo is available from the clinic or pharmacist. It would however, be appreciated if you could inform us if your child has nits or lice, and please keep them at home until they have been treated.

CHECKLIST FOR MY CHILD'S FIRST DAY

There are some things that will help your child to feel confident and develop independence for themselves.

Can my child....?	Tick
Put on their own coat and try to fasten it	
Try to get dressed and undressed independently	
Use a drinks carton with a straw	
Open their own lunch box	
Use a knife and fork	
Do up their clothes after using the toilet	
Care for their own personal hygiene after using the toilet	
Wash their hands	
Use a pair of scissors	
Hold a pencil correctly	

Don't forget!	Tick
School uniform	
PE Kit	
Book bag	
Lunch box for packed lunches	
Coat	
Water Bottles	

**PLEASE REMEMBER TO LABEL
ALL CLOTHES**



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Headteacher: Mr T Bowden Deputy Head: Mrs R Kimani



Dear Parent/Carer

Thank you for choosing Holy Trinity CE Primary School for your child. We hope both you and your child are very happy in our school community.

To save us continually asking permission we would be grateful if you could indicate below for the following:

I give permission for my child _____ for the following:

Please return to the school	Please indicate Yes ✓ or No ✗
<u>Offsite Activities:</u> Pupils of all ages are required to study the local area in greater depth, for this reason it would be helpful if we did not have to seek signed permission every time a member of staff wishes to take pupils out into the local community.	
<u>Digital Photography:</u> We use digital photography of the children in displays and workbooks to illustrate the activities they have been involved in. In Reception Class the photos are used daily as an assessment tool and are placed in their work books	
<u>Newsletter Photographs:</u> To comply with government regulations our Newsletter is now online. We regularly include photos of the children with their forenames, but no surnames.	
<u>Milk:</u> Children in Reception are able to have a drink of milk each morning. This is delivered from the dairy in 189ml cartons and is free to all Reception children.	
<u>Fruit and Vegetables:</u> Children from Nursery to Year 2 are entitled to a free piece of fruit under the Government's Fruit and Vegetable Scheme for schools. If your child has any allergies it is essential that you inform us. We are regularly sent: apples, pears, bananas, citrus fruit, tomatoes and carrots.	

Name _____

Signed _____ (parent/carers) Date _____



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Headteacher: Mr T Bowden Deputy Head: Mrs R Kimani



Dear Parents/Carers

Re: First Aid In School

This is to let you know that, if your child has an accident in school, ie. bumped head, cut or graze, they will bring home a standard letter which will briefly explain the incident and the action taken.

On occasion we may also need to:

- Use plasters
- Change children's clothing (eg. put on dry clothes after an accident)
- Clean children up if they accidentally soil themselves
- Wash a child if necessary (this happens very rarely)

If you don't wish us to administer any of the above can you please indicate this on the attached slip below and return to the school office as soon as possible.

Thank you for your co-operation.

Yours sincerely

Mrs P Day
Welfare Officer

✂-----

I do/do not give permission for a first aider to

- Use plasters
- Change children's clothing (eg. put on dry clothes after an accident)
- Clean children up if they accidentally soil themselves
- Wash a child if necessary (this happens very rarely)

*(Please delete if applicable)

on my child _____ in Year _____

Signed _____ Date _____
(parent/carer)