Reception Booklet
For September
2019 Entry

West Acton Primary School
Noel Road, Acton
W3 0JL
Telephone Number: 020 8992 3144
Email address: admin@west-acton.ealing.sch.uk
Welcome to West Acton Primary School. We look forward to working with you and your child throughout this coming year.

Head Teacher – Miss Karen Kondo
Deputy Head – Mrs Carole Ives
Assistant Head EYFS/KS1 – Mr Ed Humble
Assistant Head KS2 – Mrs Ali Langston
SENDCO – Ms Jude Lucas

RECEPTION STAFF

TEACHERS:

Olive Class Miss M Bezuidenhout (Year Group Leader)
Banyan Class Miss D Gilmore
Fir Class Mrs L McKenna

SUPPORT STAFF:

Mrs Iwanczuk
Mrs Hurst
Miss Smolkowska

Why not visit our school website? www.westactonprimaryschool.org

Download the school mobile app: search ‘School Jotter’ in your mobile app store.
Starting school is an exciting time, but can sometimes be a bit worrying for young children. To aid this settling in process, we will be holding welcome meetings prior to your child starting school so that you and your child can meet the teachers and become more familiar with his/her new class. This meeting will also provide an opportunity for you to discuss any concerns or worries that you have about your child starting school and for us to find out a little bit about your child. Further details about the welcome meetings will be sent to you.

In order to help your child adjust to the new school environment and a longer school day, the children will attend school for half days only for the first week.

**From Monday 9th September** children will attend school Monday to Friday from 8:55am to 12.30pm. *Half day, leaving after lunch.*

**From Monday 16th September** children should be able to attend school full time, 8:55am to 3:15pm.

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**TOILETING**

- On entering Reception most children are confident to go to the toilet independently. The classrooms have their own toilets and children should ask an adult before going.

- **Please inform staff of the stage your child is at with toileting independently during the consultation, prior to their start date.**

- If your child wets his/herself – we are able to support them with changing.

- If your child soils his/herself – we would encourage the child to clean themselves and will assist as necessary. We will inform parents and if this is a regular occurrence may make a plan to support the child and may request parental assistance.

- Going to the toilet can be quite worrying for young children. Please reassure them and keep staff updated with any issues or concerns.
SCHOOL TIMES

Soft Start: 8:45 onwards children can enter class
Register: 8:55am
Lunch: 11:30am – 12:30pm
Home time: 3:15pm

It is really important that your child arrives at school on time every day. Arriving late can be stressful for the child and means they miss out on learning time.

Children can be brought to their classroom from 8:45 onwards and by no later than 8.55am when the bell rings. If you are unsure about where to go on the first day, speak to a member of staff wearing a high visibility vest. Once children are settled we move to a system where children are dropped off at the Reception gate where a Nursery Nurse will be stationed and make their way independently across to their classroom. This is in order to respect the Reception Outside Area which is a learning area, not a playground, and will have been set up to reflect this.

Drop off is always quite busy so if you do wish to talk to staff please arrange to speak at the end of a session. In addition, you can speak to one of the office staff and leave a message or a request to be contacted, however we would request that wherever possible you speak directly to your child’s teacher.

If your collection arrangements are changed please tell us in advance, particularly if your child is to be collected by someone we do not know or with Aktiva. When collecting, again please respect the Outside Area.

We will not let your child go home with any other adult unless we have received prior notification.

PUNCTUALITY AND ATTENDANCE

We do expect that children will arrive and be collected on time. This helps to establish a good routine and expectations throughout time in school. School must be informed if you are running late to collect your child.

If your child arrives at school after 9.00am you will need to report to the front office. Please give his/her name at the office so they can be marked present on the register. Arrival after 9.00am will mean a late mark for your child on the register. This will impact not only their learning but social and emotional wellbeing.

Please inform us if your child is going to be absent for any reason by letting us know by contacting the school office on 020 8992 3144 or admin@west-acton.ealing.sch.uk
TERM TIME ABSENCE

All holidays, routine medical and dental appointments must be planned during school holiday periods. The school has a strict attendance target of at least 96% for every child. The DfE have advised schools not to authorise any time away from school during term time. **Only in very exceptional circumstances** will the Head teacher agree to a term time leave of absence. If you have special circumstances which require you to take your child out of school during term time, please complete a leave request form and hand in at the school office. The school will then contact you about this request once it has been signed by the Head teacher.

Please note that if you plan to take leave during Term Time, you may be liable for a fine from Ealing Council of £60.00 per person, rising to £120.00 if not paid within 28 days.

LUNCH TIME

Children may have either a school dinner or bring a packed lunch to school.

**School dinner**
Following the Department for Education's (DfE) review of school food, the Universal Infant Free School Meals (UIFSM) scheme started in September 2014. **All pupils in Reception, Year 1 and Year 2 can have a free school meal at lunchtime.** This offer does not depend on your household income or whether you receive any benefits – every child in these classes is eligible to take up the offer.

**Packed lunch**
Children may bring a healthy packed lunch in a named lunch box. We have a healthy lunch box policy and only allow water to drink. **Please do not include fizzy drinks, chocolate, sweets or anything in glass packaging.**

DRINK/SNACK TIME

Milk is provided free of charge **for children under 5 years of age.** If you wish your child to receive milk please register online at [www.coolmilk.com](http://www.coolmilk.com). Once your child reaches the age of 5, milk must be paid for and you will need to start making payments online two weeks before their 5th birthday.

Children are encouraged to bring a small bottle of water to school to help keep them hydrated during the school day. There is a tray in each classroom for the drinks to be stored. It does make it easier for your child if the drink is in a plastic bottle or a small sealed beaker. **Please name it clearly, every day if necessary.**

Our school is provided with free fruit daily. Please let us know if you do not wish your child to have fruit.
All children in Reception are required to wear full uniform. The uniform consists of the following:

- Grey trousers or shorts
- Grey skirt or pinafore
- Green checked dress (summer)
- White polo shirt
- Green school logo V neck sweatshirt or cardigan (new for Sept. 2019)
- Plain black flat school shoes or trainers. No heels please. All shoes must have black soles.
- Grey/bottle green tights or socks
- Grey/bottle green or white headscarf
- West Acton book bag

A P.E. kit is also required and consists of the following:

- A named P.E. bag
- 1 pair of black plimsolls for indoor P.E.
- 1 pair of trainers for outdoor P.E.
- 1 pair of socks
- Tracksuit top and bottom for outdoor P.E.
- Black shorts
- Plain white T-shirt
- Sun safety – green baseball cap

School Uniform can be purchased from either Ace Clothing in store (based in Wembley), online at [www.aceclothing.co.uk](http://www.aceclothing.co.uk) or by telephone on 0208 045 0296.

It is important that your child brings a warm coat during the winter months and a light jacket or cardigan in the summer. If your child wears wellington boots or boots to come to school, because it is wet or very cold, please bring a change of shoes for him/her to change into.

For safety reasons, we ask that children **do not wear jewellery including bangles, necklaces or rings.** If they have pierced ears, only **studs** are acceptable.

If your child has long hair, we recommend that it is tied back securely.

PLEASE NOTE THAT ALL CLOTHING ITEMS MUST BE NAMED.
The Foundation Stage covers the Nursery and Reception years. It is progressive and prepares children for learning in Key Stage 1. The Early Years Foundation Stage curriculum is a play based and allows your child to develop and learn at his/her own speed. It covers seven areas of learning.

**Personal, social and emotional development**
This area of learning is about teaching your child to behave well at school, feel good about himself/herself, developing respect for others and a positive disposition to learn. It is important for your child to develop these social skills, as they will provide him/her with the best opportunity for success in all other areas of learning.

**Communication and language**
This area of learning includes listening and attention, understanding and speaking in different situations and for different purposes. It involves giving your child opportunities to develop his/her confidence and skills in expressing himself/herself. The development and use of communication and language will be at the heart of your child’s learning.

**Physical development**
This is all about improving gross motor skills such as co-ordination, control, manipulation, movement and fine motor skills for example manipulating small objects, holding a pencil correctly and forming letters and numbers. This will enable your child to gain confidence in what he/she can do and enables him/her to feel the positive benefits of being healthy and active.

**Literacy**
This area of learning involves encouraging your child to link sounds to letters, forming those letters in to words and sentences in their writing, as well as using them to read.

**Mathematics**
This area of learning includes counting, sorting, matching, seeking patterns, making connections, recognising relationships and working with numbers, shapes, space and measures. Mathematical development will be developed through stories, songs, games and imaginative play.

**Understanding the World**
In this area of learning, your child will develop the crucial knowledge, skills and understanding that will help him/her to make sense of the world. This forms the foundation for later work in Science, History, Geography and Computing.
**Expressive Arts and Design**
This area of learning includes art, music, dance, role-play and imaginative play. Being creative will enable your child to make connections between one area of learning and another and so extend his/her understanding.

**British Values**
We are a diverse school community with 654 pupils and over 40 languages. We benefit enormously from our rich cultural community and irrespective of our many nationalities, pupils, staff, governors and parents are proud to actively promote British values:

- Democracy
- Rule of Law
- Individual Liberty
- Mutual respect and tolerance for those of different faiths and beliefs

**Behaviour Management**

- West Acton Primary follows a positive behaviour policy
- Rewards/praise are given for good behaviour
- Positive behaviour is also reinforced with silver and gold cards.
- In Reception yellow cards are used as a warning of unacceptable behaviour.
- If this behaviour continues then the pupil receives a red card.
- Upon receiving a red card the pupil will spend four/five minutes on the thinking chair and parents/carers are spoken to.
- If any unacceptable behaviour continues over a period of time then the pupil may be taken for a time out in another Reception class or Nursery and they may be spoken to by the Sendco or the Assistant Head Teacher.

- We always work closely with parents when supporting children’s behaviour. You are welcome to talk to staff about any behaviours that you are concerned with and we can work together to find a solution.
Many children believe that when they come to school they will learn to read straight away, and this will happen - however it sometimes takes a little while. As with other things, children learn reading skills in different ways and at different rates. The most important thing is that you read to your children and you encourage a love of books and reading.

**Be patient!**

We will send books home for you to share and enjoy with your child. At the beginning take time to look at the pictures and talk about the story. Don’t underestimate the crucial role parents play in helping their children to become enthusiastic and fluent readers.

**HERE ARE SOME SUGGESTIONS FOR HELPING YOUR CHILD WITH READING**

- Talk to your child, discuss day to day happenings.

- Encourage him/her to join in with nursery rhymes and songs.

- Read to your child every day (even when he/she can read for himself/herself) – it need only be a short time, but make it a special time. Joining your local library can provide a range of books for you and your child to enjoy.

- Help him/her to distinguish shapes by doing jigsaws, playing matching games (Snap, Lotto etc).

- Help him/her to distinguish sounds by playing sound and memory games such as I Spy, Grandma went to market and bought ........ How many things can you think of beginning with........?

- Encourage pretend reading.

- Talk about the pictures together, point out the way a book works (left to right, top to bottom etc).
• Children love familiar stories and often request the same one again and again – don’t worry.

• Encourage your child to notice words in the environment around himself/herself e.g. road signs, shop signs, the writing on cereal packets.

• When you stop in the middle of a story ask your child to predict what is going to happen next.

• Discuss the book together – What happened in the story? Was it funny? What did you like best etc?

**But please remember…**

• Show by example that reading is fun.

• Always give your child a sense of achievement and end on a happy note.

• “Easy” books are not necessarily boring – discussing the story and asking questions about characters and events are crucial skills to develop.

• Choose a time that’s right for both of you – don’t ask your child to read if he/she is too tired, watching his/her favourite TV programme or involved in other activities.

• Don’t make reading a chore.

• Limit the amount of time he/she spends watching TV or playing games on the computer.

**WRITING**

If you are teaching your child to write his/her name please use lower case letters, except for the first letter (i.e. Mohamed, Jennifer, Haruki).
We will send home ‘Wow Books’ for children to share news, events and stories. It is great to support your child with this, however to give your child a sense of independence and achievement please also let them have a go at completing it independently.

The Nelson Handwriting font for teaching handwriting.

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

**HOMEWORK**

Children will take homework home once a week, normally starting after October half term. This will consist of:

**READING BOOK(S):** Book(s) for your child to read to you.

**LIBRARY BOOKS:** Books to read to your child.

**WOW books:** Every child will have a large exercise book to bring home called a WOW book. This is for you to share news, events and stories from your holidays and weekends with us. It helps us build a bigger and better picture of your child. If you are not sure what to put in, please ask for ideas. Every week the children will enjoy this book together with their friends and teachers.

*Please return completed on the day specified by the teacher.*

**BOOK BAGS**

You will need to provide your child with a named book bag to put his/her reading books in. Unfortunately we will not be able to let your child take any books home unless he/she has a book bag.
Please do let us know if you have any concerns or if your child has a need or individual programme from a professional already in place.

We believe that all children, including those identified as having special educational needs or disabilities (SEND), are entitled to a broad and balanced academic and social curriculum. Alongside quality first teaching and a rich curriculum offer, we may also provide additional and different provision in order to support children with special educational needs and disabilities (SEND).

Due to the personalised and highly differentiated nature of our support for learners with SEND, the SEND information below is subject to change. Not every intervention will be available to every child with SEND. Allocation of specialist services and intervention will be dependent on need, funding and specialist teacher/service availability.

The SENDCO (Special Educational Needs and Disabilities Co-ordinator) oversees the day-to-day operation of the school’s SEND Policy and co-ordinates the provision for pupils with special educational needs and disabilities. She coordinates and liaises with external professionals, ensuring appropriate support and interventions are implemented and reviewed.

All interventions and provisions provided are personalised in order to ensure highly differentiated curriculum support. Alongside this, pupil progress is regularly monitored, to ensure academic and personal achievement and that barriers to learning are being removed.

**Who should I speak to if I have concerns about my child?**

Parents and carers with concerns about their child should, in the first instance, arrange to meet with the class teacher. In some cases the teacher may ask for a meeting with you if they have concerns. If appropriate, support may be put in place such as an intervention.

If after a period of interventions and adjustments your child still does not make adequate progress, the class teacher will refer to the SENDCO and assessments may be carried out to provide more detailed information about your child’s barriers to learning. These will be investigated by the SENDCO in consultation with parents and carers and may lead to referrals to outside agencies.
SAFEGUARDING

• Your child’s safety is of paramount importance to our school and we have clear and consistent procedures in place to ensure that your child is safe. We meet all of the statutory requirements and regularly monitor safeguarding provision.

• **No mobile phones to be used in Early Years Building.**
• We have a team responsible for Child Protection and Safeguarding who meet regularly with the lead governors for safeguarding to monitor the impact of what we have in place; also ensuring we adhere to all legislation.

**Areas that safeguarding cover include:**

• Child protection,
• E Safety,
• Trips,
• Health and Safety,
• Recruitment of staff
• PREVENT duty

**Our school Designated Safeguarding Leads are:**

• Mrs Carole Ives (Deputy Headteacher)
• Miss Karen Kondo (Headteacher)

SCHOOL LIBRARY

During his/her time at West Acton your child will be able to make use of the school library. This contains a full range of books (fiction and non-fiction) which are available for children to borrow, take home and read, or to use in class as reading books. Each class has one session per week when they can go to the library to read, browse and borrow books. The library is open before school from 8:40 Monday, Tuesday, Wednesday and Friday for children and their parents to visit together.
CONTACT/MEDICAL INFORMATION

To ensure the health of other children and staff, your child must stay at home when they are ill. If they have had vomiting or diarrhoea, they MUST stay away from school for 24 hours after the last symptoms occurred.

Colds and runny noses are common in winter and we encourage parents to use their discretion when bringing children with colds. If the child is contagious and obviously not well enough for school, please keep them at home until they are feeling better.

If your child becomes ill during the session, we will call you to come and collect them.

Allergies and medical needs will be discussed during the parent consultation prior to starting school in September. Please inform the office staff about any changes to your child’s health so we can make sure their needs are being met.

If your child has an infectious disease during a holiday period that you think we should be aware of, please let us know when your child returns to school.

**Medicines**

If your child has been prescribed antibiotics and needs to take them during the school day please contact the school to discuss this.

We are not able to give medicines or over the counter remedies that have been bought from the chemist. **We are ONLY able to administer emergency medication to your child that has been prescribed by a doctor i.e. Epi-Pens and asthma inhalers.** Emergency medication will be kept in the welfare room and in your child’s class.

All medicines should be collected from the school office at the end of the academic year and returned on your child’s first day back after the summer break.

**Accidents**

The Nursery Nurses have Paediatric First Aid certificates and we have an on-site welfare room.
Minor accidents such as cuts, grazes, bumps and scratches are dealt with at school. Cold compresses, sticking plasters and sympathy are the only things that are used and parents are informed of any incidents.

More serious accidents such as open wounds, head injuries, broken or sore limbs, are dealt with by the school’s welfare office and parents will be called or sent a text.

**CONSENT**

During your child’s time in Reception, we may take photos of the different things he/she has been learning. We may use these images in our school’s prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

**Please don’t forget to complete the consent section on the yellow registration form to confirm your consent to the school using photos of your child’s learning.**

As part of the varied curriculum that we offer we may from time to time take your child out on local trips within the West Acton area.

**PARENTS IN PARTNERSHIP**

Reception is one of the first steps in your child’s education and we aim to build a solid relationship with you in various ways:

**Join us**
During the school year, parents are invited into school to read with their children and to attend trips with the children.

**Book Looks**
Parents are invited in three times a year to look at their child’s books.

**Parents’ Evenings**
Parents’ evenings take place twice a year, once in the autumn term and once in the spring term. This is a chance for parents to discuss their child’s progress and ask any questions that they may have. Parents are asked to sign up for a time slot in advance. You will receive your child’s report in July.
Birthdays
Birthdays can be a special time for children and we will celebrate your child’s birthday in class by singing happy birthday and allowing them to talk about their birthday with the class.

If they wish to, children are allowed to bring in a small snack to share with the children in their class on this special occasion. This could be some fruit, homemade popcorn, or a small sweet, cake or biscuit type food. We do ask that anything brought in is in small individual portions. School staff will not be able to cut up large cakes to share out.

Any food brought in to share will be given out before home time and not eaten during the school day. It is important that you do not hand out treats yourself as we may have some children unable to eat some treats due to allergies and some children who cannot eat sweets that contain non-halal gelatine. By allowing us to hand out treats, parents are then able to decide if their child may eat them.

Foods containing nuts should never be brought into school as we have some children who are allergic to these.

DO NOT THROW ANYTHING AWAY!

Do you have anything useful from your place of work that would normally be thrown away? For example, paper, card, computer paper, fabric, wallpaper or carpet samples. Please let us know.

Parent Pay
When your child starts, you will receive login details for Parent Pay. All payments for school trips, clubs and visits must be paid online. This helps you to monitor and have a record available to you at any time of all purchases made to the school. If you need assistance in setting up your account, the staff in the school office will be able to help you.
**PLEASE HELP US**

Please ensure children do not bring any toys to school, unless requested by the teacher, as they might get lost or broken.

Please do not send children to school with sweets.

West Acton Primary School is **nut free** to ensure the safety of any children with allergies.

If your child brings something that belongs to the school home, please return it to us; it is very common for little objects to end up in pockets or even shoes!

**COME AND SEE US**

There are several open evenings throughout the year when you will be able to look at your child’s work and discuss his/her progress with the teacher.

If you have any worries about your child please use the parent contact book. Alternatively you are welcome to come and talk to your child’s class teacher at any time. Please arrange a time to come and discuss matters with them via the school office.

**HELP YOUR CHILD**
Please help your child to learn:
- To recognise and write his/her name (printed and handwritten) using the correct letter formation
- To dress himself/herself, including doing up his/her own coat
- To go to the toilet, flush the toilet and wash his/her hands
- To take care of his/her own things
- To tie his/her own shoe laces or do up his/her own buckles if they have them. Children often find Velcro is easier and quicker
- To hold a pencil using the correct grip
- To be able to count forwards/backwards to 10 and to 20.
- To use a knife and fork and scissors correctly

FINAL NOTES

We look forward to working as a team with you and your child this year.

Please do not hesitate to ask any questions that we have not answered in this booklet.