

Welcome to Roe Green Infant School



Reception Information Booklet for Parents/Carers

A word from the Headteacher

Dear Parents and Carers

Welcome to the start of your child's school education. Every child deserves an excellent early education and care and every parent should be confident that their child is getting the best.

Here at Roe Green Infant School, we are focused on young children's learning and development and meeting their welfare needs; to keep children safe and support their healthy development.

We aim to achieve this in a friendly environment, providing excellent professional staff and a stimulating curriculum.

We like to work closely with parents and carers to ensure that together we can give every child the foundation they need to succeed.

I look forward to working with you as part of this team over the next few years.

Best wishes

Nicole Lobo

Head teacher

Your child is about to start school and we would like to welcome you. We hope this booklet will answer some of the questions you may have before your child starts school in September. Many of you with older children already in the school may be familiar with some of this information but please do read it carefully. There may be things which have changed, that you may have forgotten or indeed, never knew. Please keep this booklet as a reference for the future.

Starting school is a very big step for both you and your child. The way your child settles into school is very important and we do our best to help each child come to school happily and enjoy learning.

Home Visits

A home visit will be arranged before your child starts school. This is your opportunity to meet with the class teacher and classroom assistant and ask any questions. During the visit we will fill out any necessary paperwork and find out more about your child so that s/he can be best supported at school. We believe that a home visit can help to develop positive relationships with children, parents and practitioners. It gives children the opportunity to observe staff as new adults in their home environment and allows for a more relaxed discussion. We have found that for children it is a significant event; one which they will remember for a long time and refer back to.

Starting School – the first few weeks

We operate a staggered entry during the first few weeks. This provides an opportunity for your child to become familiar with their surroundings and school routines in a smaller group. Children will attend for mornings only during the settling in period.

School starts at 8.50am and children should be brought to the class door where the teacher will greet them.

At lunchtime the children will go to the dining hall at 11.45am. School Meal Supervisor Assistants (SMSAs) and teachers will look after them before they go home at **12.15pm**.

Please make sure that your child is picked up on time. Children who are left even for a few minutes may be upset and are hard to console.

Reminder: during the settling in period school will start at **8.50am** and finish at **12.15pm**.

Settling into School

Children may settle into school happily or they may cry on the first few days or after a few days. Be patient. Starting school can be stressful and tiring. Any parent is welcome to stay to settle their child however please ask the teacher's advice. Most children settle best without their parents around. Our teachers have a lot of experience in settling the children in their care and try to do the best for them at all times.

The School day – (from 30/09/13)

We operate a 'soft start' which allows parents to take their child straight to their classroom at 8.50am. However, the official school day starts from 8.55am; therefore all children must be in class by this time. School ends at 3.15pm once children are attending all day. Please be prompt in collecting your child. For safety reasons, only those adults that have been ***listed by the parents on the pink collection form*** will be allowed to pick up the children. There are mid-morning and mid-afternoon breaks when the children go out to play, supervised by a teacher. Lunchtime is from 11.45am when the children go to the dining hall for lunch followed by an outside playtime until 12.45pm, supervised by SMSAs.

Preparing your Child for school

Here are some things that you can do to prepare your child for school life, to help your child become independent and grow in confidence. Even if your child has been to nursery please read these points carefully as even the most confident child will need to adapt to new ways at school.

- Please make sure your child can go to the toilet without adult help. In the first couple of days at school, children visit the toilet with an adult. After a while they are expected to go with a friend, within the care of an adult, so they need to be able to manage themselves. Some boys get confused about using the urinals we have at school, so a trip to a public toilet with dad or a big brother could save accidents.
- Please teach your child to dress and undress with as little help as possible. While it may be quicker for you to help your child to get dressed at home, you cannot help them at school and your child may wait a long time before having a turn with teacher help. Getting ready for PE is much easier if each child can change independently.
- Please make sure that fastenings on clothes are as simple as possible and that your child can manage them. Shoes with Velcro are much easier than lace-up shoes. Please consider this, if your child needs a new coat or shoes before starting school.
- Please name all of your child's clothing. School uniform can be very expensive to replace if it gets lost. It is much easier to find if your child's name is inside.
- Some children can take a while to adjust to lunchtimes at school. Whether your child will be having a school dinner or packed lunch he/she will need to be able to manage with only a little help. Please ensure your child is able to eat independently. If your child will be having a packed lunch some practice eating from a lunch box before school starts would be beneficial.
- Lastly but most importantly, please talk to your child in a positive way about school and try to hide any worries you may have. It is only natural that you have concerns

as parents, especially if it is your child's first experience of leaving you. Tell your child about all the exciting things that will happen at school and take an interest in your child's thoughts about starting school.

School Meals

Cooked school meals are available. These are healthy meals which always include vegetarian options and salads are available daily. Dinner money may be paid termly by cheque or cash. Money should be sent on Monday mornings in an envelope with the child's name and class on the envelope. Meals must be paid for in advance. We are unable to give credit.

You may prefer your child to have a packed lunch. Please ensure the lunch you provide is a balanced, healthy meal. We do not allow sweets, chocolate or food containing peanuts. As we are a 'healthy school' children may only bring water to drink. Please send water in a plastic bottle. No milk, fizzy drinks, squash, juice or yoghurt drinks are allowed.

Your child may change from packed lunch to school dinner or vice versa. We try to be flexible if a child has difficulty. However, we do require two weeks notice, as meals need to be ordered in advance.

Fruit and Water

Children are provided with a piece of fruit daily. This is given during fruit/circle time during the school day. Each child also needs to have a water bottle for use in class. This is in addition to the water in their lunch box. You can provide your own water bottle clearly marked with your child's name or purchase one from the school office.

The Curriculum:

Our curriculum is based on the Government's curriculum for 0-5 year olds (The Early Years Foundation Stage). Early year's education is the foundation upon which children build the rest of their lives. It is a crucial stage in terms of children's physical, social, emotional and intellectual development.

There are seven areas of the Early Years curriculum. They are:

Personal and Social Development; making relationships, self-confidence & awareness, managing feelings & behaviour



We aim to build children's confidence in all areas of learning and very importantly in themselves as individuals. Children are helped in developing a positive sense of themselves. We encourage and teach children to be independent within the familiar boundaries of their class and school. When children are confident and happy they will participate in the learning environment created for them. Children are encouraged to

interact appropriately and develop a respect for others. They develop social skills and learn how to manage their feelings as well as to understand appropriate behaviour.

Communication and Language; Listening & attention, understanding, speaking

Children are helped to develop their skills in speaking and listening. They are encouraged to listen attentively to others in a range of situations and respond with relevant questions and comments. They are expected to listen to and follow instructions. Children are helped to express themselves effectively. They have opportunities to talk about past and future events, their ideas and creations. They are introduced to a range of texts, both fiction and non-fiction and this provides many opportunities for speaking and listening.

Physical Development; moving & handling, health & self-care.



Children are encouraged to be active and to improve their skills of co-ordination, control manipulation and movement. They take part in a weekly PE lesson and have opportunities to develop in this area during everyday activities both inside and out. We provide a range of outdoor equipment to help the children grow physically strong and agile. The children learn to share and co-operate with others and to persist in activities, practising new and existing skills and learning from their mistakes. We also provide lots of activities for children to develop their fine motor skills. Children are supported in developing an understanding of the importance of physical activity and making healthy choices in relation to food.



Literacy; reading, writing

We encourage children to look at and enjoy a range of books. Children are taught phonics and 'tricky words' daily which supports them in developing reading skills. Once they are ready they will begin to take a guided reading book home.

Staff value all children's attempts at early writing. Children are encouraged to draw and paint and give meaning to their marks. They are encouraged to attempt to write for a variety of purposes and use their phonic knowledge to sound out and write simple words.

Mathematics; numbers, shape, space & measure

Children are given opportunities to experience mathematical activities in a practical way. They are taught about numbers and the number system and how to use them to solve problems involving addition, subtraction, doubling, halving and sharing. They are encouraged to use everyday language to talk about size, weight, capacity, position, distance, time and money to compare quantities and objects and to solve problems. They are taught about shapes and patterns and encouraged to use mathematical language to describe them.

Understanding the World; people & communities, the world, technology



This area of learning is the basis for understanding facts and concepts in history, geography, religious awareness, technology, and scientific exploration. Children are supported in developing the knowledge, skills and understanding that helps them to make sense of the world and community. They are provided with opportunities to explore, observe and find out about people, places, technology and the environment.



Expressive Arts & Design; exploring & using media & materials, being imaginative

Children are encouraged to explore a wide range of media and materials. They are provided with opportunities for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role play, and design and technology. Children explore using their imaginations, develop fine motor skills and realise how to express their ideas and emotions.

The Outdoor Curriculum

The Early Years Foundation Stage curriculum states that children should have opportunities to play outside every day. Each of the seven areas of learning are provided for both indoors and outdoors. Children in Reception have opportunities to play outside during the afternoons. Outdoor play offers opportunities for different activities and learning to take place that cannot be provided in the indoor environment alone. Many larger scale activities are done outside as well as those that help children to develop gross motor skills such as climbing, throwing, catching, etc. Children also have opportunities for first hand experience of the weather, seasons and natural world.

Assessment

Staff are continuously assessing children to find out their stage of development in all areas of learning as well as their individual needs and interests. Assessment is done through observing children in their self-chosen play activities as well as during activities carried out with an adult. These assessments form part of your child's individual profile that is called their 'Learning Journey'. You will have opportunities to see your child's Learning Journey throughout the year. We encourage parents to contribute their comments about their child's learning too as often children demonstrate different abilities in their home environment.

Open Evenings

We hold several meetings over the year to discuss your child's progress. All parents are expected to attend. This is an important opportunity for you to find out about your child's progress and for you to ask any questions you may have. We also run parents workshops and meetings throughout the year to help parents understand how and what we teach.

Attendance

Children are expected to be in school every day unless they are sick. Attendance is monitored by Brent Education Welfare Officers. If your child is sick please let the school know by ringing 020 8204 3531 or send a note on your child's return.

Please make sure your child is fit to be in school. We are only able to make arrangements for children to be kept indoors at break times in exceptional circumstances. It is not advisable for children to miss school for other reasons other than illness. Leave can be requested by filling in a form available from the school office, however, it will only be authorised in ***exceptional circumstances***.

Medicines

If your child needs regular medication for asthma or eczema it should be handed into Mrs Jackson, our welfare officer. An indemnity form must be signed before any medicine is administered. We are unable to administer antibiotics for short term illnesses. Please talk to your child's class teacher or welfare officer if you have any questions about your child's health. A health screening is arranged after your child is five. It is very important for the school to be able to contact you in the event that your child falls ill. Therefore you must ensure that all details are up to date and have been filled out correctly on the ***blue emergency contact form***.

Behaviour

The rules help and encourage children to work and play together harmoniously. The rules are included here so that you can talk about them and reinforce them at home.

Roe Green Infants School Rules

We are a happy school because...

1. We listen to and follow instructions.
2. We care and share.
3. We are honest.
4. We keep our hands and feet to ourselves.
5. We help each other learn and enjoy.

We operate a traffic light system as part of our behaviour policy so that children can clearly see the consequences of both good and bad behaviour. This has been included at the back of this booklet, along with a simple guide that we teach children, on how to deal with minor conflicts with others.

Lost Property

Any misplaced clothing is kept in the Reception foyer or in drawers in the corridor, outside the welfare room. We strongly advise that you label each item of your child's clothing, including hats, scarves and PE kits. It is much easier for lost items to be returned to their owner if they are named.

Toys and Jewellery

We do not encourage children to bring toys to school because they can be easily lost or broken. If your child has something to show the class the teacher must know so that it can be kept for her safe keeping. Each class teacher arranges 'show and tell' differently so if you have any questions talk to him/her directly.

Cooking Money

We ask for a ***voluntary contribution of £5.00*** for the year towards the cost of ingredients for cooking activities as well as play dough. Cooking is a valuable experience, teaching mathematical and scientific concepts in a fun way.

Child Protection

We work in partnership with parents to support children and their families in every way possible. However, we have a clear legal responsibility to safeguard and promote the welfare of all our children. If concerns are raised within the school, or a situation is reported to us involving possible abuse, we are obliged to refer it to Social Services. This is in line with Government and Brent policy.

Can You Help?

Later in the school year children will go on trips. All activities are very carefully supervised and we require parent volunteers to accompany us in order for them to be possible.

If you would like to help in the classroom please make an appointment to see Mr Holmes. It is school policy that all parent helpers are CRB checked and they are not permitted to support in the same class as their child.

Concerns and Complaints

Please see the class teacher in the first instance. You may speak to the Year Leader, Deputy Headteacher or Headteacher if your worry or concern is not resolved.

We aim to make school a happy and supportive place for children and parents and hope you and your child will enjoy the time spent at Roe Green Infant School.

We hope your child's time at Roe Green Infant School will be both enjoyable and rewarding and we look forward to your future involvement with us.

Playing Together

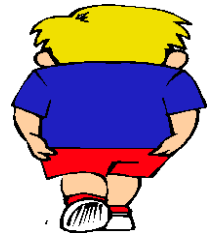
What to do if something goes **wrong**.

What happens if someone hurts you or upsets you while you are playing or working?

1st Tell them to stop it because you don't like it



2nd If they do it again, walk away or go and tell an adult.



3rd If they still bother you, find an adult or get a friend to fetch help.



Remember, if you cannot sort it out yourself - GET HELP