



Grange Primary School

Reception
General Information for Parents
September 2018

Welcome to Grange Primary School - Reception. We hope you will find the following information useful.

If there is anything you are unsure of, please speak to a member of the Reception or Admin team. We will be very happy to help you.

The 2018 – 2019 Reception teachers are:



Owl Class

Mrs Lowe
(Reception Leader)



Robin Class

Miss Loderick



Sparrow Class

Miss Birch



Wren Class

Miss Lazarides

- * **Early Years Centre Receptionist and Welfare officer: Mrs Hardy**
- * **Telephone: 0208 567 1432 and press option 5 for the Early Years Centre or Email: admin@grange.ealing.sch.uk**

Dropping off your child by 8.45am

Reception children line up in the MUGA (the sports pitch adjacent to the playground, opposite the 4 reception classes and the outdoor classroom) for 8.45am.

You can get to the MUGA through any of the school gates which open automatically from 8.40am. Since September 2017 the gate nearest to the church is only for Nursery. This is in order to respect the outdoor classrooms and the activities and learning experiences which have been set up before the start of day by the staff for the children.

The Reception Staff will guide children to the classroom at 8.45am. If your child is happy there is no need for you to go to the classroom with them. As the children are settling in at the start of term you may go with them – this will be guided by the staff, the children and yourselves at that time.

If you are late and the class has already gone in, you will need to go to the Early Years Building office as soon as possible to sign your child in.

Collecting your child at 3.10pm

The school gates will open automatically five minutes before collection time and parents/carers should wait in the MUGA. The Reception staff will then send or bring your child down to you at the gate of the outdoor classroom once they have seen you are there to collect.

IMPORTANT

If somebody else is going to collect your child, please let a member of staff know at the beginning of the day. **We cannot let a child go with another adult unless we have your permission in advance to do so.**

The Reception Day

8.45am - 3.10pm

During a day in Reception, your child will participate in a range of activities. Children take part in sessions to develop a range of knowledge and skills including literacy, mathematics, understanding of the world and physical development. Children take part in focus activities in small groups to learn new skills. Children will also come together as a whole class to participate in activities such as story time, phonics, learning new songs and rhymes, speaking and listening activities and learning about new topics and events.

The sessions could be with either the teacher or the nursery nurse. There will be times where children are not being led by an adult but will be using their new skills in an activity of their own choice. These times are also valuable learning experiences and should be thought of differently to when they are playing at lunchtime, for example. Staff will observe children during these independent times to see how they are developing and to plan next steps for them.

We value the outdoor classroom and aim to offer the children a new dimension to their learning when they are outside. Whilst outside, they will also participate in a range of activities, some in groups led by an adult and some with peers or alone.

Children in Reception need opportunities to explore, experiment and learn in both an indoor and outdoor environment. At Grange, whenever possible, we operate a free flow environment where children can choose whether to be indoors or out and can move independently between both environments.

Reception children also have a music session with the music teacher, an outdoor PE lesson and a Spanish lesson. There is also a dedicated Early Years library and they visit here once a week to bring a book home.

Children have lunch and an outdoor break at 11.30am – 12.30pm. There are no other set 'play times' until the summer term when we begin the transition to Year 1.

On Fridays when the Reception class teachers have the statutory 'Planning, Preparation and Assessment' (PPA) time, pupils have music, Spanish, art and outdoor PE on a fortnightly rota like the rest of the school.

Punctuality and Attendance

We do expect that children will arrive and be collected on time. This helps to establish a good routine and it also minimises disruptions to their learning. School must be informed if you are running late to collect your child.

It is extremely rare that holidays would be authorised in term time; please use the Leave of Absence request form from the office or contact the school to discuss planned term time absence.

Please inform us if your child is going to be absent for any reason by letting us know personally or contacting the school office on **0208 567 1432 and press option 5 for the Early Years Centre.**

Curriculum

Reception children follow The **Early Years Foundation Stage (EYFS)** which is based on seven areas of learning and underpinned by three characteristics of effective learning.

The seven areas of learning

Prime areas

Personal, social and emotional development
Communication and language
Physical development

Specific areas

Literacy
Mathematics
Understanding the world
Expressive arts and design

The three characteristics of effective learning

- * playing and exploring
- * active learning
- * creating and thinking critically

Each area of learning has a number of stages which children work through during Nursery and Reception, with the Early Learning Goals aiming to be achieved by the end of Reception.

During the day, there will be a mixture of adult-initiated, child-initiated and adult-led activities; these could be whole class, small group and individual activities.

Each half term we have a topic which we base much of the learning on and we also take on board the children's interests and develop learning and real experiences together with them.

Information about Reception topics and planning is regularly updated on the school website and class notice boards.

The Early Years Foundation Stage Profile

The EYFS profile is an official document that is completed by your child's class teacher, towards the end of the school year in Reception.

Library Books

Each week the children will be given an opportunity to choose a book from the school library to take home. This will be a book that has captured their interest and should be shared at home. The children may not be able to read these books alone – the purpose of the library book is to develop a love of reading for pleasure, which is a Grange School priority.

Learning Journals

During your child's time in Reception they will have a Learning Journal which will contain observations, specific achievements and set class work. Samples of your child's work and photos will be collected in here. This is kept in class, updated by staff and is used to support assessment.

WOW Books

Every child will have an exercise book to bring home called a WOW book. This is a like an album or scrap book 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. Each week WOW book entries are shared within the class.

Phonics Teaching

Phonics teaching (the start of reading and spelling) starts as soon as children are attending full-time. We use the Letters and Sounds teaching scheme to support the planning of our phonic lessons. Initially, phonics lasts approximately 10 minutes with interactive teaching and learning of letter sounds. This will progress onto slightly longer sessions and planned phonics group activities to further support learning. Please see our website for further information.

<http://www.grange.ealing.sch.uk/eyfs-phonics>

Reading Books

By October half term your child should be bringing home a reading book. This will be explained in more detail beforehand.

English and Maths books

Reception children have an English and maths book to record the work that they do during focus activities. These books are kept in school.

Physical Development

This area of learning involves providing opportunities for young children to: be active and interactive; develop their co-ordination, control, and movement; understand the importance of physical activity and make healthy choices in relation to food.

British Values

We are a diverse school community with over 847 pupils and 47 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

Parents in Partnership

We greatly value the input of parents and carers to their children's education. We have various ways for parents to be as involved as possible in their children's education and some of these are detailed below.

Stay and Learn

During the school year, parents are invited into school to 'Stay and Learn' sessions. Each of these sessions will focus on a different area of the EYFS curriculum.

Workshops

We offer parent workshops on different aspects of the curriculum during the academic year.

Book Looks

Parents are invited in on different occasions during the 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 and carers to discuss their child's progress and ask any questions they may have. Parents are asked to sign up for a time slot in advance. The parent interviews will run between 2.00pm – 7.00pm on one day. You will receive your child's report in July.

Social Media

You will receive texts and letters from the school by email. There are also updates and a wealth of useful information on our website <http://www.grange.ealing.sch.uk/>. In addition, the PTA run a Facebook group and also sends texts and letters. The school and the PTA also have Twitter accounts.

Behaviour Management

Grange Primary School is a UNICEF Rights Respecting School. Each class will make a charter and be encouraged to think about their actions and how they affect others. These are devised with the children's input at the beginning of the autumn term. They often include ideas such as:

- * We listen when our teachers and friends are talking.
- * We use our words, not our hands and feet.
- * We walk inside and can run outside.
- * We don't shout.
- * When we have finished playing with something, we put it back where we found it.
- * If we hurt someone, we consider their feelings and help them to feel better.

If a child displays negative behaviour the following strategies are employed:

- * Discuss the incident with the child or children involved and encourage that they acknowledge others involved.
- * Attention is drawn back to the incident and the appropriate behaviour is explained.
- * There may be a brief period of 'time out' for a child who repeatedly makes 'bad choices'. The child will sit on a chair for a few minutes. A sand timer will be used as a visual sign of how long the time out will last. When the 'time out' is finished, an adult will talk with the child about why they were given 'time out' and appropriate behaviour reinforced.
- * A child may be sent to another class or a senior member of staff.
- * If there is persistent negative behaviour, we will arrange a meeting with parents and devise a plan to address it.

We encourage parents to enforce similar behavioural expectations at home. You are welcome to talk to staff about any behaviours that you are concerned with and we can work together to find a solution.

Birthdays

Birthdays are usually a special time for children and we will celebrate your child's birthday in class by singing 'Happy Birthday' and talking about their birthday.

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

Toileting Requirements

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.

Toileting accidents do happen sometimes. If your child wets themselves, they are expected to change themselves. We will give wet wipes, but we will not wipe them and parents will be informed. If your child soils themselves, we will call you straight away to come and change them.

Going to the toilet in a different place can be worrying for young children, please reassure them and keep staff updated with any issues or concerns.

Illness and Health

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 school day, 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 staff about any changes to your child's health during the year 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. Please also see our Medical Needs policy on the school website.

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.

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 using cold compresses, sticking plasters and sympathy. **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 contacted.

Personal Possessions

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. Children **should not** bring valuable items to school. We cannot accept responsibility for any item that is lost.

You are welcome to leave children's bikes and scooters chained on the bike racks in the main school playground area, at your own risk.

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!

Food and Drink

- * **No sweets or chewing gum** are to be consumed in school for safety reasons and in support of the Healthy School status at Grange.
- * Grange School is **nut free** to ensure the safety of any children with allergies.
- * Fruit and milk will be supplied to the children free of charge.
- * Children are encouraged to bring in a water bottle (labelled with their name) for use in their class. This should only have water in.
- * Reception children may bring a packed lunch or they can have the free school meal.
Full details of this, including menus, can be found on our website
<http://www.grange.ealing.sch.uk/parents/free-school-meals-registration>

Uniform

The children need to wear full school uniform. Uniform is available from the EYFS Office. You can also order by emailing admin@grange.ealing.sch.uk Further details can be found at <http://www.grange.ealing.sch.uk/parents/uniform-shop>

Once the term starts, you receive details for on the school system called School Money and you will be able to order and pay directly online.

School jumpers, cardigans, fleeces and book and PE bags should be bought directly from the school, whilst other items, including: white shirts; white polo shirts; grey skirts; pinafores; black, white or grey socks/tights; summer dresses; black shoes and coats should be bought from outside providers. Please ensure that your child can easily put on and take off their shoes and coat independently.

Winter Uniform

- Grey trousers, skirt or pinafore dress
- Black, grey or white tights or ankle length leggings
- White polo shirt or buttoned collared shirt or blouse
- Royal blue school fleece, sweatshirt or cardigan
- Black shoes
- Coat

Summer Uniform

- Grey shorts with a white polo shirt or buttoned collared shirt or blue and white check summer dress
- Royal blue school sweatshirt or cardigan
- Black shoes

PE (Physical Education) Uniform

PE Kit should be brought into school on Monday and left (there are boxes in the cloakroom for it). It can go home to be washed at half term, or more often if needed.

- PE bag with drawstring (no back packs)
- Plimsolls or trainers
- Blue shorts
- T-shirt
- Warm tracksuit bottoms and a sweatshirt (for the winter months)

It is easy for clothing to get lost or misplaced. Please help us by:

- * **Labelling every clothing item your child uses at school.**
- * Attach gloves to coats with elastic.
- * Check to make sure you haven't taken someone's clothing item by mistake.
- * Return anything taken home in error the following day.

Book Bag

Children require a school book bag, which they need to bring to school every day. Please make sure it is clearly labelled. The children are encouraged to independently put their work into their book bags.

All Weather Wear

We often go outside when the ground is wet so **please supply named wellington boots for your child which will be left at school to use during outdoor learning.**

For sunny days during the summer term please supply a named sunhat.

Reception children do not need a spare set of clothes, as they can either use their PE kit, or we will provide emergency clothing in the event of any accidents or messy activities. We do appreciate donations of clothes for this purpose. Please give these to Ms Hardy in the office.

Donations

In Reception, we like to be able to provide a wide variety of resources and activities for the children. Additional activities like cooking, gardening and special events incur additional costs. We ask for a voluntary donation of £5.00 per term or £15.00 for the whole year to help pay for these.

We also appreciate items for sensory activities such as flour, salt, lentils, soap, rice, washing up liquid and pasta.

We also use a variety of household items as collage materials and clothes for role play and messy activities. If you could donate any of the following items, it would be greatly appreciated.

- Empty spray bottles
- Newspaper
- Old wrapping paper and sweet wrappers
- Old cards
- The inner rolls from aluminium and plastic wrap/kitchen paper
- Washed yogurt pots
- Cereal and food boxes
- Hats
- Large bits of material, throws, blankets
- Shirts
- Old pots, pans and baking trays

Breakfast and After School Clubs - Aktiva at Grange Primary School



These clubs are offered by an OFSTED Registered company called Aktiva, which specialises in children's multi-activity clubs. Further information can be found on our website at <http://www.grange.ealing.sch.uk/parents/school-clubs-1> as well as <http://www.aktivacamps.com/>

SEND – Special Educational Needs and Disabilities

Please let us know if you have any concerns, or if your child has a need or individual programme from a professional already in place.

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 also provide additional and differentiated provision in order to support children with special educational needs and disabilities (SEND).

The Inclusion Manager 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 liaises with external professionals, ensuring appropriate support and interventions are implemented and reviewed.

All interventions and provisions are personalised in order to ensure 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 appropriate, support may be put in place such as an intervention. The class teacher will also refer to the Inclusion Manager and assessments may be carried out to provide more detailed information about your child's barriers to learning. These will be considered by the Inclusion Manager in consultation with parents and carers, and may lead to referrals to outside agencies.

Due to the personalised and differentiated nature of our support for learners, not every intervention will be available to every child. Allocation of specialist services and intervention will be dependent on need, funding and specialist teacher/service availability.

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 the statutory requirements and regularly monitor safeguarding provision.

Mobile phone use is restricted in the EYFS 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

Recruitment of staff

Health and Safety

Trips

PREVENT duty

Settling-in

We work together with each individual child and their family to ensure that they settle in happily to Reception.

Teddy Bears' Picnic in July

An opportunity to meet the staff, new classmates and visit the classroom.

Consultation before starting school

All parents of new Reception children are invited to attend and bring their child to meeting with the class teacher and nursery nurse in their new classroom. A consultation close to the time your child starts school can help firm up that bond of trust between the children, parents/carers and the Reception staff. During the meeting the Reception staff will fill in an information sheet about your child and they will also answer any questions or queries you may have.

Here are some things you can do to ease the transition into Reception:

- * **Be on time:** a routine helps children to feel safe and secure and arriving late may cause stress and anxiety for you both.
- * **Be positive:** make your farewell as positive as you can. If you are anxious or upset, please try not to show this to your child as it will increase any anxiety they may have.
- * **Say goodbye:** when you drop off the best thing to do is let them know you are going, give them a quick hug and then say goodbye and see you soon. Make sure your child is your priority during this time and please avoid using mobile phones.
- * **Trust the staff:** let the teacher and nursery nurse take responsibility for your child, even if your child becomes upset.

Tips for starting school

As parents, you play a vital role in the education of your child. This process begins long before they come to school. As the time for school approaches, there are ways in which you can help prepare your child and make their entry to school a happy time. Here are a few suggestions:

- * Ensure your child knows, and answers to, their name and can recognise it; show them the labels in their clothes.

- * Practise writing their name; with a capital letter at the start and then lower-case letters.
- * Encourage and support them to get to know and interact with other children that are starting at the same time.
- * Enjoy stories and songs together. This can be in English or other languages that you speak.
- * Be positive about starting school (hide any of your own worries or fears).
- * Play games together e.g. I spy, snakes and ladders, snap.
- * Point out numbers, shapes and patterns in everyday life.
- * Encourage your child to use the toilet independently and ask to go there. Remind them of good hygiene and toilet etiquette.
- * Help your child to look after their own belongings.
- * Ensure they are able to dress themselves and recognise their own clothing and shoes.
- * Eat together, at a table, and show them how to use a knife and fork.
- * Teach your child to tidy away his/her toys and be respectful of their belongings.
- * If your child has certain dietary requirements, such as being vegetarian, egg free or Halal, talk these through with your child so they are aware and understand why. They will need to be able to express these choices.
- * Establish a clear routine of bed time with a story, around 7.30pm is ideal, and a routine for the mornings – it is often hard to get up, get ready and get to school on time!
- * Be patient with your child, and yourself, there are lots of changes ahead and lots of new, positive experiences to be had. Keep talking to your child and please do speak to the staff if you have any concerns or questions.