



HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE

Welcome Booklet

Reception

This booklet aims to give a brief overview of the curriculum as well as providing key information as a reference throughout the year.

Reception Hitherfield Welcome Booklet 2022/2023



Welcome!

On behalf of the Staff, Governors, children and parents, it gives me great pleasure to welcome you and your family into Reception. You as the Parent / Carer have a vital role to play in your child's education and all of us here at Hitherfield look forward to working with you to fulfil our school motto:

'Growing Together'

We operate a broad and balanced curriculum which focuses upon the importance of learning through play. We want the children to have a high level of involvement whilst they are in Reception and this is achieved by allowing them the freedom to learn and for them to initiate their own play. Anyone who visits our early years comments on how calm and purposeful the children are and this is because we provide a stress free and engaging environment for them to be in.

We very much look forward to welcoming you into the Hitherfield family. If you have any questions, concerns or worries, please come in and talk to us any time.

Regards,

Jenni Holliday

Assistant Headteacher for Early Years

School Telephone:

020 8769 8428

Website:

www.hitherfield.co.uk

Email:

admin@hitherfield.co.uk



Settling In

The settling in process is an important part of starting Reception. We aim to ensure that your child's (and your) introduction to our Reception is as stress free as possible. Some children feel comfortable straight away, whilst others take longer to get used to their new environment. We want your child to feel safe and happy in your absence as they cannot play and learn successfully if they are anxious and unhappy.

We have thought very carefully about ways to support you and your child through this transition. **At Hitherfield we will offer:**

Stay and Play Session (Wednesday 20th July): You will be offered the chance to come along to a session after school with your child. This gives you and your child the chance to meet with staff and some other children as well as have some fun together.

Home Visit (w/b 5th September): Before your child starts Reception, two members of the Reception team (usually your child's class teacher and one other) will visit your child at home. The home visit lasts for about 15 minutes and will provide an opportunity for us to build a relationship with you and your child. We find this makes a positive start to a child's life at school. You will have the opportunity to talk to the staff about your child's particular interests and needs and ask any further questions that you may have about what to expect in September.

Settling Period (w/b September 5th and 12th): Every child is unique and some children will settle quickly while others take longer. The aim of the Reception staff is to ensure your child feels happy, safe and secure without you. **Before your child starts full time, they will come in for two morning sessions and a full day. This allows them to get used to their new environment and enables teachers to be able to give your child more focus and get to know them.**

They will then start full time from Wednesday 14th September. Staff will talk to you at this point if necessary about how to continue with your child's settling in; we very much play the process by ear.

Specific information regarding your child's settling in dates will be given to you separately.



Working in Partnership with Parents

As a staff team we believe we can more effectively meet your child's needs if we work together. We value your input as your child's primary carer, and as an expert on your child. We rely on your partnership, so together we can provide your child with the highest quality education and care. This will make their time in Reception happy and enjoyable.

Every child at Hitherfield has a 'Online Learning Journal'. We use a computer programme called Seesaw to help capture some of the key learning experiences your child has had in Reception. You can access this from any device and add comments as well as pictures. This can all be used to help us with our assessments of your child. You will be given log in details at the start of the year. Entries to Seesaw can also help children to reflect on their learning and be used in show and tell activities in school.

***Your child will be one of our focus children twice in the academic year (for the period of one week on each occasion).** Ahead of the focus week we will give you a consultation sheet to take home and also ask for you to send in some pictures from home via Seesaw. Your input will help us to find out more about their interests and how they are progressing. Each focus week you will be given a brief report so we can keep you informed on your child's progress and next steps. These can be discussed at Parents' Evening.*

At the beginning and end of each day staff are available for you to pass on quick messages. If you need a more private moment, or need to speak to us at length, you can make an appointment to see the Reception Teacher via the main school office.



Reception Daily Routines



Time	Activity
08:55	Reception Start time – children enter the classrooms via the playground
09:15 – 09:30	Carpet Session –Phonics
09:30 – 11:45	Independent activities indoor and outdoors (Children able to free-flow)
11:45 – 12:05	Carpet Session – Mastering Number
12:05– 13:40	Lunchtime and independent activities outdoors
13:45 – 14:00	Carpet Session - Topic
14:00– 15:00	Independent activities indoor and outdoors (Children able to free-flow)
15:00 – 15:15	Story time and song

Please note that, once settled, children will come straight in and start phonics at 9.00am.

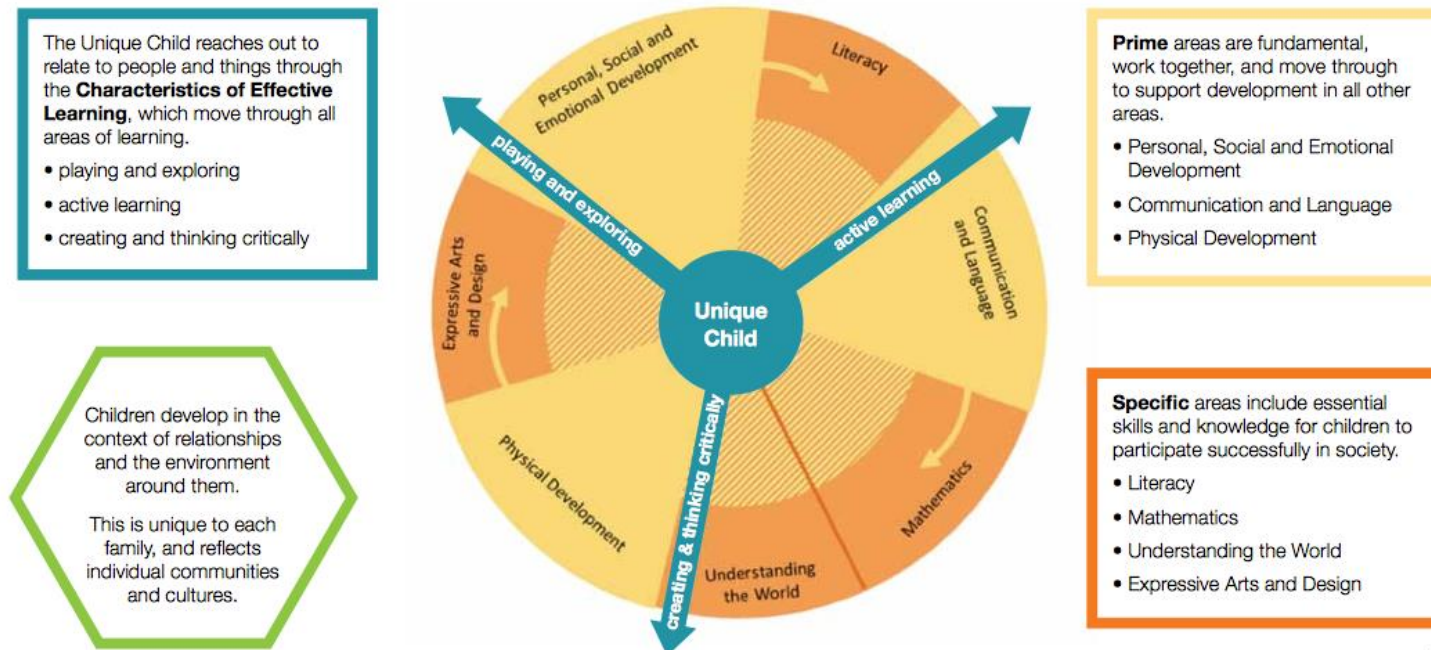
As the year progresses, children will experience additional sessions such as: a library visit, PE, handwriting and ‘Natural Thinkers’.



The Early Years Curriculum

It is our aim in Early Years to provide every child with the opportunity to interact in positive relationships and engage in an enabling environment. The ways in which the child engages with other people and their environment – **playing and exploring, active learning, and creating and thinking critically** – underpin learning and development across all areas and support the child to remain an effective and motivated learner. Through these positive relationships we are able to continually assess the needs of every child and provide opportunities for them to learn and progress.

We believe that high levels of child involvement lead to accelerated levels of progress. If the children are doing what interest them they are more likely to be engaged in the activity they are doing. Our environment is set up to allow all children to initiate their own play and give them the freedom to learn. This provides a stress free environment for the pupils and staff and enables all children to display high levels of involvement.



Areas of Learning

3 characteristics of effective teaching and learning

Playing and exploring	Children investigate and experience things, and 'have a go'
Active learning	Children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
Creating and thinking critically	Children have and develop their own ideas, make links between ideas, and develop strategies for doing things

Area of learning & development

Prime areas

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development

Specific areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

We use this framework to assess every child in the different areas of learning and it enables us to understand each child's next steps in their learning journey. For more information on the foundation stage go to:

<http://www.foundationyears.org.uk>



Curriculum Information

Half Term Curriculum Updates:

Each half term we send home an outline of the topic so you as a parent can reinforce what is being taught at school. This will be attached to the Hitherfield Herald (weekly newsletter) at the beginning of the half term.

We use the topic to decide what books we are going to read to the children and plan ways of enhancing the environment to make sure children are interested and engaged in what they are learning.

Phonics:

We will start to teach children their letter sounds using the 'Little Wandle' synthetic phonics programme once the children have fully settled in to Reception. A reading and phonics workshop will be held at the start of the year to give you more information about how we teach phonics at Hitherfield.



Further Information

Home learning:

Parents / Carers are asked to keep a record of some of the things your family does outside of school by posting pictures and comments on Seesaw. The class teacher will use Seesaw to share some songs / rhymes and activities linked to our topic; these provide an opportunity for you to discuss the class topic with your child. Your child will also have:

***Reading:** A new reading book will be brought home weekly and read as often as possible. This book will be carefully chosen to help them to practise the phonics they are learning at school. At home an adult should write in the reading record so that your child's teacher knows your child has read to someone.*

***Phonics:** Your child may bring home some words that they have been learning in phonics relating to a particular sound. They may also be asked to learn high frequency or tricky words that they will come across a lot in their reading. This will help them to apply these words into their writing.*

Class Timetable:

Every class has a slightly different timetable and it is important for you to be aware of when they will be going to the library or changing their books. This information will be provided to you once the children have settled.

Medical or Welfare Issues:

If there are medical or pastoral issues you wish us to be aware of, please do not hesitate in contacting Jenni Holliday (Assistant Headteacher) or Pascale Monthieu (Learning Mentor) via the school office. Pascale or Jenni will be able to talk to you about ways that we may be able to support your child. We also have good links with many services in the local area and may be able to sign post you to some of these if it is felt useful.



Accidents and Medication

If your child has a minor accident we will inform you with an accident form at the end of the session. Should they should bang their head, we will send a text message to inform you as well as provide an accident form. If your child becomes ill or has a more serious injury, they will be looked after by someone qualified in first aid and you will be contacted.

We can only administer medication that is prescribed by a doctor. If you require us to administer medication, please go to the main school office where you will be asked to complete a **Permission to Administer Medication Form**. Asthma medication is kept in a medical box and should be labelled with written instructions as the dosage and the name of the child. You are also required to fill in a small form. Some children in our school need individual care plans and these are set up with parents and the Inclusion Team.

Absence Procedures for medical appointments and absence requests

If your child is ill, please phone the school office in order that we can mark the absence appropriately in the register. If your child should suffer from sickness or diarrhoea during the course of the year, please keep them at home for 48 hours. (This is in line with NHS guidance). Please notify us in advance for medical appointments where possible.

Leave during term time is discouraged. To request leave for exceptional circumstances, an absence request form will need to be completed 2 weeks prior to the proposed absence where possible. The reasons for the child's absence must be clearly stated on the form. Further details can be found in the Attendance and Punctuality policy on our website – www.hitherfield.co.uk



Clothing and Weather



Reception is about active learning and this involves a range of activities both inside and out. Please ensure that your child wears suitable clothes for the various types of play they will be enjoying. We provide aprons and outdoor clothing to protect clothing but sometimes accidents happen and clothes may get paint or mud on them. **A spare set of clothing and wellies are essential for you child to have at school.**

We value outdoor play experiences and therefore use our outdoor area in all weather. Please can you ensure your child is dressed appropriately for all weathers. During winter please try to provide wellies, gloves, scarf, hat and a suitable coat.

In summer please try to provide your child with appropriate clothing and a sun hat. As your child will be climbing and running no open toe sandals are allowed. We ask parents to take responsibility for applying a sun screen to all exposed areas of children's skin before school.

Educational Visits and Enrichment Opportunities

Educational visits and visitors to the school enrich the curriculum and children's learning experiences are enhanced by these. **We ask for a voluntary contribution of £20 at the beginning of the year for Educational visits and a termly contribution to our Early Years Enrichment Fund.** No profit is made from these contributions and all money goes towards providing better experiences for all the children, Any parent in receipt of free school meals or income support can apply for a reduction of contributions and should speak with Jenni (Assistant Headteacher).



Promoting Children's Welfare

We believe that children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with adults caring for them. As part of a three-form entry school, your child will have the opportunity to interact and build relationships with a range of adults. Your child's Class Teacher and Early Years Educator will be the key people responsible for ensuring that their individual needs are met.

To ensure your child's safety, the gate to the Reception playground is locked shortly after the start of the day. If your child arrives late, please report to the main school office and enter the Reception building via the blue door. It is vital we know who is collecting your child from Reception. Please let us know if someone different is coming and preferably introduce them to us, as we never let a child go with an unknown person. Reception children must be brought into the Reception playground and collected by a responsible adult.

At the end of the day a member of staff will bring the children outside to meet their parents/carers as they arrive. We will call each child's name separately to indicate they can leave with that person. In this way we can ensure that your child leaves safely with you. The Safeguarding Policy sets out the legal requirements which covers safeguarding a ensuring children's welfare. This policy and others can be found on our website –

www.hitherfield.co.uk



School Uniform/Clothing

School uniform is compulsory for all children in Reception. As learning at Hitherfield is very active, it is fine for them to wear their burgundy 'PE' tracksuit bottoms on any day. For more detailed information please see the policy on the school website:

Uniform:

- Burgundy sweatshirt or cardigan with the Hitherfield logo
- White/Blue polo shirt with or without the Hitherfield logo
- Charcoal skirt/trousers/ shorts/pinafore
- Red/blue and white checked dress
- White/black/charcoal socks and charcoal/burgundy tights
- Black shoes or trainers (**preferably no laces for Reception/no sports brands**)
– black or white sole



P.E Uniform:

- White t-shirt with or without the Hitherfield logo
- Burgundy tracksuit bottoms (children can wear these on any day in Reception) or burgundy shorts



Uniform providers:

<https://wearaboutsonline.com> - Local store, on West Norwood High St.

(delivery & Click & Collect also available)

www.mandsyourschooluniform.com - M&S (online delivery)

www.myclothing.com (online delivery)

Children need to keep the items below at school, on their named peg

- A bag with a full set of spare clothes inside (a carrier bag, or another basic bag is fine but we prefer a non-plastic bag for safety and environmental reasons)
- A pair of wellington boots (kept on a nearby rack – please add your child's name inside)

Children also need a bookbag to bring everyday to put any letters or artwork in, and their library and reading books.

Name labels:

Children will often leave jumpers, jackets, cardigans etc. in the playground. Please make sure all items have your child's name on them.

PTA Second Hand Uniform Sales

Hitherfield PTA have regular second-hand school uniform sales which will be advertised in the Hitherfield Herald. They often include bags, and sometimes shoes. These raise money for the school, are great for the environment and we have a 'pay what you can' policy.

Nursery and Reception items are often in good condition as they aren't worn for long. If you are in need of uniform items at any other time, please speak to the office who will direct you to the right person in the PTA, or email

hitherfieldpta@gmail.com



Behaviour and Discipline

Our School Values

- **RESPECT** - due regard for the feelings, wishes, or rights of others.
- **EXCELLENCE** – developing our strengths and confidence
- **UNITY** – working together as a community
- **DETERMINATION** – working hard and with purpose
- **TRUST** - firm belief in the reliability, truth, or ability of each other
- **EXPLORE** - travel through (an unfamiliar area) in order to learn about it

Our School Rules

- Do be gentle, *do not hurt anyone.*
- Do be kind and helpful, *do not hurt people's feelings.*
- Do work hard, *do not waste your or other people's time.*
- Do look after property, *do not waste or damage things.*
- Do listen to others, *do not interrupt.*
- Do be honest, *do not cover up the truth.*

For more information about our behaviour policy please ask at the school office or visit our school website.



