New Delaval Primary School

Reception 2021

**Dear Parents / Carers**

We would like to introduce you to New Delaval Primary School Reception and outline our ethos and practice.

The purpose of this booklet is to provide you with some useful information.

Our Reception provides high quality care and learning opportunities both indoors and outdoors.

**Aims of Reception**

* To provide a high quality service of care and education for children and their families.
* To create and promote a warm, caring, learning and living environment, both indoors and outdoors, embracing race and cultural diversity that is creative, fun and interesting.
* To enable children to reach their full potential by allowing them to develop inquiring minds, a positive attitude and physical skills to aid learning, taking into account of any additional support they may need to achieve this.
* To encourage all children to become confident, independent,

 co-operative and good communicators.

* To work in partnership with parents/carers and professionals to heighten awareness of the child’s potential in line with their age/stage of development.
* To encourage parents/carers to take positive interest and to contribute to their child’s welfare and development.

**Staff**

The staff are a friendly and enthusiastic team who has a combination of experience and skills of working with young children.

|  |  |  |
| --- | --- | --- |
| EYFS Lead/Teacher | Teacher | Teaching Assistants across EYFS |
| ../../../../../Desktop/Screen%20Shot%202020-06-09%20at%2013.16.00.pn |  |  |  | C:\Users\csmith\AppData\Local\Microsoft\Windows\INetCache\Content.Word\IMG_0675.JPG | 8F61F280 |
| Miss Smith | Mrs Robson | Mrs Duff | Miss Long | Mrs Sanderson | Mrs Green |
| Staff: children ratioChildren aged 2-3 years 1 staff 4 childrenChildren aged 3-4 years 1 staff 8 children  |  |  |
| Mrs Kennedy | Miss Machers |

**Reception Curriculum**

During the time your child is at Reception staff will be using the Early Years Foundation Stage document.

There are seven areas of learning within the Early Years Foundation Stage document, 3 prime areas and 4 specific areas:

|  |  |
| --- | --- |
| Prime Personal, Social & Emotional DevelopmentCommunication and Language Physical Development | SpecificLiteracyMathematicsUnderstanding the WorldExpressive Arts and Design |

In Reception there is also great importance at looking at how children learn, when working with your child we will be encouraging and looking for ‘The Characteristics of Effective Teaching and Learning’ which are stated below:

Playing and exploring

* Realise that their actions have an effect on the world, so they want to keep repeating them.
* Reach for and accept objects. Make choices and explore different resources and materials.
* Plan and think ahead about how they will explore or play with objects.
* Guide their own thinking and actions by talking to themselves while playing.
* Make independent choices. Do things independently that they have been previously taught.
* Bring their own interests and fascinations into early years settings. This helps them to develop their learning.
* Respond to new experiences that you bring to their attention

Active learning

* Participate in routines, such as going to their cot or mat when they want to sleep. Begin to predict sequences because they know routines.
* Show goal-directed behaviour.
* Use a range of strategies to reach a goal they have set themselves.
* Begin to correct their mistakes themselves.
* Keep on trying when things are difficult.

Creating and thinking critically

* Take part in simple pretend play.
* Sort materials.
* Review their progress as they try to achieve a goal. Check how well they are doing.
* Solve real problems.
* Use pretend play to think beyond the ‘here and now’ and to understand another perspective.
* Know more, so feel confident about coming up with their own ideas. Make more links between those ideas.
* Concentrate on achieving something that’s important to them. They are increasingly able to control their attention and ignore distractions.

Your child will have the opportunity to take part in a variety of stimulating activities indoors and outdoors which will support their learning and development. Research shows us that children learn more through exploration and play; therefore your child will be given many opportunities to do this at a rate which suits them.

The outdoor learning environment is very important to our provision and the children have access on a daily basis. This securely fenced environment offers a variety of opportunities for children to explore, discover, and be imaginative and creative.

We have supplies of waterproofs and we ask you to provide your child with sun cream and a sun hat when the weather gets warmer.

**Our Daily Routine:**

**8:45 – 9:00 Registration**

Where your child will practise essential skills such as pencil control and fine motor development.

**9:00 – 9:30 Phonics**

Where your child will learn to read and write letters and sounds.

**9:30 – 12:15**

A rotation of stimulating activities to support your child with their literacy and mathematics development.

**12:15 – 1:15 Dinner**

**1:15 – 3:10**

Engaging activities linked to the topic.

**3:15** – Home time!

**Snacks**

In the Reception we follow a healthy eating policy. The drinks we provide are milk or water. If you are eligible for free school meals then your child’s milk will also be free, so please apply! Milk is also free for any child under the age of 5 during the term. If you do have to pay for milk the cost is £11 a term. Please be aware this needs to be paid before the new term begins. The snack is fresh fruit or vegetables. *Please inform us if your child has any allergies*.

We discourage parents/carers bringing in sweets, crisps, drinks etc. onto the school premises.

**Dinner**

Your child will receive a free school meal, but if you prefer your child to have a packed lunch could you please ensure their bag, box, bottle is clearly named and no nut products.

**Homework**

Your child will receive homework every Thursday and it is important that you support your child by helping them to complete it independently and return it back to school by Tuesday. We do keep a record of homework returns and your child will receive house points as a reward

Your child will be given a reading folder with a story book to read with you, and when they are ready a phonics book which can be read by them. Please return with homework on a Tuesday so we can change your child’s book.

Your child will also be given weekly spelling challenges where there are prizes available for top spellers! The spelling challenge will be on a Thursday afternoon.

**Uniform**

The children in Reception wear:

|  |  |
| --- | --- |
| Boys | Girls |
| School Uniform |
| White Shirt or Polo Top | White Shirt or Polo Top |
| Round Neck Sweatshirt – Green | Round Neck Sweatshirt or Cardigan – Green |
| Grey/ Black Trousers | Grey/ Black Trousers or Skirt |
| Grey/ Black knee Length Shorts (Summer) | Checked Gingham Green Dress |
| Black Shoes | Black Shoes |
| P.E Kit |
| White T – Shirt | White T – Shirt |
| Black Shorts | Black Shorts |
| Plimsolls/ Sandshoes | Plimsolls/ Sandshoes |

Please clearly mark all clothing with your child’s name. Please find order information in this pack. New Delaval Primary operates a no jewellery policy.

Please provide your child with a P.E kit on the first day of term, this can stay in school for the whole half term and washed if needed, it is handy if you put spare underwear in their P.E bag, and a carrier bag in case they have an accident in school.

**Settling In.**

The settling in period is rarely as difficult as you imagine it to be however, some children find settling into a new environment challenging and upsetting, our sympathetic and well trained staff will work with you to ease the pressure of this situation. Your role is an important one at this stage as staff will need to get to know what your child likes to do best in order to help them settle better. We ask that children do not bring their own toys into Reception.

**Key Person System.**

Your child will be given a Key Person within Reception to which they are special. They will keep your child’s records up to date and will make sure that your child is gaining the most from the activities on offer.

It is the Key Person who will adapt planned activities to suit your child’s needs and will collate information about your child’s progress and development and record it in their file.

**Records**

We will protect your child’s privacy by keeping information on them in a secure place. Information will be stored in guidance to the data protection act.

We also keep information on ‘Tapestry’ about your child’s achievements and individuality which we hope you will contribute to on a regular basis. We take lots of photographs in Reception, which are used for display purposes. It is important that you sign, giving us your consent for your child to be photographed in this way when you register with us.

**Parent Workshops– these will resume when possible.**

We encourage parents/ carers to attend workshop sessions after the first half term, you will get a letter for dates and times of the sessions. The aims of the 30 minute session are to work with your child teaching them to read and write. You are also given the opportunity to take a book home from our school library or a game from our lending library.

**Parents/carers Partnership**

We are committed to working in partnership with parents we demonstrate this through:-

* Providing individual support for you and your child through the Key Person system
* Providing high quality play and learning experiences which we will share with you
* Involving you in the life of the school

Please show your commitment to working in partnership by:-

* Arriving and collecting your child on time, Reception starts at 8:45 and finishes at 3:15. If you are going to be late either arriving or collecting please ring 01670 353255. (these times may change due to staggering on entry and on exit, please ring the office If needed for clarity)
* Supporting your child by contributing to the school’s guidelines and activities. These include remembering to respect each other and our property, using indoor voices as well as walking indoors.
* Sharing your child’s interest at home with the key person and completing homework and reading with your child.
* Keeping your Key Person informed of any changes to your child’s circumstances or any worries you may have of your child’s behaviour or development.
* Attending our “Parents Reading” sessions with your child.
* Taking a story book home each week to share with your child.

The knowledge you have about your child is extremely valuable to us and this could be used in a variety of ways within Reception to support your child. It would be very useful for us to be kept up to date with what’s happening in your child’s life.

Your opinions are very important to us; we want you to be actively involved in Reception so that you and your child really feel part of our team.

It may be necessary for staff to discuss your child with you if they are concerned or have noticed behaviours different from their norm.

Regular newsletters of events and activities in the Reception are provided.

**Smoking** is not allowed anywhere in the school’s grounds, and we request smokers to be considerate by not smoking outside the gates to the building and to dispose of cigarette ends responsibly.

**Mobile phones**

Mobile phones **must** not be used on the school premises.

 **Celebrations**

We always celebrate the birthdays of the children in Reception. We have children from a variety of cultures and just as the children will celebrate Christmas with us, we feel it is important that any festivals that are significant to a child at home are also shared in Reception. Therefore, we welcome any information which parents can give us about festivals with which we are not familiar. It helps to reinforce the importance & enjoyment of any festival and the traditions if shared with friends in Reception.

**Health and Safety**

Illness of any sort is very easily passed on in Reception environment and we must consider the health of all the children and the staff.  **Children must be kept at** **home if they are unwell.** If a child becomes unwell during School time he/she will be comforted while the parent is contacted and able to collect their child. A child with sickness and diarrhoea must be cleared **24 hours** of symptoms before returning to School. If you are in any doubt telephone us first. A more comprehensive list of our sickness policy is available.

All equipment is carefully chosen and regularly checked to ensure the safety of the children in our care. However, accidents do happen and in the event, appropriate first aid treatment will be given. All accidents, however minor, will be recorded and the parents informed of the circumstances.

In the event of a more serious accident, emergency medical attention will be sought.

Any medication that is prescribed by a GP with written parental/ carer consent can be given to a child. All medication must be clearly labelled, correspond to the child and in its original packaging. We cannot give medication that is not prescribed.

Safety of children in Reception is important so we have instructed staff to monitor the doors at drop off and pick up times to ensure that children are in the responsible hands of an adult. Please respect this procedure and prevent distractions of the staff by waiting patiently for your child and if you have any questions for a member of staff catch them once all children have gone home or make an appointment.

 **Promoting Positive Behaviour**

At New Delaval Primary we encourage the use of positive language and behaviour at all times. It is recognised that during their development children will explore the boundaries of what they can and cannot do. Children’s behaviour will always be dealt with sensitively and appropriately in partnership with yourselves.

You may hear your child talking about ‘Good to be Green’, this is our whole school behaviour management system. Silver privilege cards are given for fantastic effort and positive behaviour, yellow cards are given as a warning and red cards may be given for challenging behaviours. A red card will result in a child missing their playtime.

**Nappy / Toilet training**

If your child is in nappies, please provide nappies and wipes. It is also important to provide sufficient changes of clothing to allow your child to be changed if they become wet, please place clean underwear in your child’s P.E bag. Potty and toilet training will be carried out in partnership with you and your child’s Key Person.

All our policies and procedures are available for you to look at on the School Website.

Thank you for taking the time to read this booklet. If you need any further information, please ask any member of staff.

We hope you and your child enjoy the experiences we offer in the Reception.

We are looking forward to seeing you in September.

Miss Smith – Reception Class Teacher

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