



Reception Information Booklet



Croft CE Primary School
South Parade
Croft on Tees
Darlington
DL2 2SP

Tel: 01325 720528

E mail: admin@croft.n-yorks.sch.uk

www.croftprimaryschool.org

This booklet is available in alternative formats upon request.

February 2015

Contents

Mission Statement and Aims

School Staff

Admissions Policy

Induction

Partnership with Parents/Carers

Equal Opportunities Policy

Health and Safety Policy

Child Protection

The School Day

Meals and Snacks

Collection of Children

Illness

Medicines

Premises

Security

What will my child need?

What will my child be doing throughout the day?

How can I help my child?

Parent liaison

Finally

Welcome to Reception. We hope this booklet tells you all you need to know. However, if you have any queries at all please do not hesitate to contact us.

Mission Statement and Aims

This statement outlines the services that children, parents/carers and the community can expect from our setting, and the values that inform our work:

At Croft C.E. Primary School we aim to realise "Achievement for Everyone" by fostering a caring and co-operative attitude within our inclusive school community. We endeavour to promote a Christian ethos throughout the school. We show a commitment to caring for ourselves, for others, across cultures, distances and generations. We develop a respect for the environment.

Our aims are to:-

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the community.

Our school is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Early Years Staff

Headteacher: Mr Simon Robson

Class Teacher:

Mrs Julie Prudhoe

Teaching Assistants: (Level 3 qualified):

Mrs Jo Little

Mrs Sarah Lakey

Miss Katy Gray

Admissions Policy

A letter regarding application for admission into Reception will be issued by school to all parents in the school admissions book in the autumn term. Forms are completed online on the Local Authority's website. We would strongly recommend that you request acknowledgement of receipt of the form.

Places will be allocated by the Local Authority following the admissions criteria given in the Guide for parents on the NYCC website www.northyorks.gov.uk.

Our maximum admission limit is 15.

Parents must be aware that attendance at a nursery class attached to a primary school neither guarantees nor gives priority to a place at that school.

Induction

If your child has not attended Nursery in Croft we strongly encourage parents/carers to visit Early Years with their children before they are due to start. We organise an induction meeting for this and will inform you of the date and time. If you are unable to attend please let us know and we will arrange an alternative time.

Key Workers

Each child will be allocated a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and to build a relationship with their parents.

How can I help my child settle in?

You can help your child feel positive about themselves and school by:

- talking to your child about what they have been doing during the day (don't be surprised if they say 'nothing' or 'playing'!)
- praising your child's achievements
- taking an active interest in the community life of the school and talking about school in a positive way

What if my child is upset?

Children who have attended nursery in Croft will be familiar with their environment. However new starters may be nervous. Parents may accompany children into the cloakroom and are welcome to settle their child into an activity until they become more confident and independent. If your child cries don't be worried. Most children calm down quite quickly when they start doing their activities with the other children. If your child is upset or worried about anything, do not hesitate to see their teacher or the Headteacher. It is always best to sort out problems or difficulties as soon as possible.

Partnership with Parents and Carers

We recognise that parents/carers play a fundamental role in a child's development and this should be acknowledged as the basis for a partnership between us and parents/carers.

The staff team is committed to working in partnership with parent/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. We aim to achieve this by:

- Ensuring that parents/carers are made to feel welcome and valued in all dealings with staff and by operating an open-door policy.
- Ensuring that parents'/carers' concerns are always listened to whenever they are raised.
- Making all information and records held by the school on a child confidential but available to their parents/carers, unless it is subject to investigation by the police or other statutory agencies.
- Ensuring that the school's policies and procedures are made available to parents/carers on request.
- Encouraging parents/carers to comment on the school's policies and procedures and consulting them on a regular basis about the activities that are planned and provided for their children.
- Ensuring that there are regular opportunities for parents/carers to meet with staff and discuss their child's progress and any problems that they might be encountering.
- Ensuring that any complaints from parents/carers are dealt with swiftly and effectively in accordance with the provisions of the Complaints Procedure policy.
- Encouraging parents/carers to undertake supportive roles in the school, such as volunteering or participating in activities, visits or outings.
- Providing parents/carers with formal and, if necessary, confidential means to comment on the school. This will include an annual satisfaction survey.

Equal Opportunities Policy

Croft CE Primary School including Early Years is committed to the principle that all children should be treated equally, valuing them as individuals and enabling them to develop positive attitudes to differences in gender, race, culture, religion, language and abilities.

A full copy of the school's Equality Scheme is available in school.



Health and Safety Policy

The safety of your children in our care is paramount. We aim to ensure this by:

- Carrying out all activities safely by completing risk assessments
- Providing necessary and up to date information on developments in legislation to all staff
- Complying with all legal requirements
- Issuing safety instructions to children where necessary
- Training staff where necessary in areas such as First Aid, Health and Safety and Food Hygiene
- Making sure that medical facilities are readily available and well stocked
- Having a strict procedure for collection of children at home time
- Having regular fire drills and keeping fire fighting equipment in good order
- Keeping up to date records on children's health requirements/ allergies.

A full copy of this policy is available in school.

When you bring your child into Early Years, please enter by the footpath entrance at all times. Please drive with great care along South Parade and park with consideration. Parents' cars are not permitted in the staff car park for safety reasons. If someone other than the named carer(s) is collecting your child please inform a member of staff. If a child goes missing we will follow the procedures in our Missing Children Policy. A copy of this is on the school website and the parents' noticeboard in the Early Years classroom.

Child Protection

We are committed to ensuring the welfare and safety of all children in school and follow the North Yorkshire Safeguarding Children Board procedures. The designated person responsible for child protection is Simon Robson.

A full copy of this policy is available in School.

The School Day

School starts at 9.00am
Lunch time 12 to 1pm
School ends at 3.30pm

Reception children will join the other children in school during lunchtime. They will be supervised by school staff.

Croft Out of School Club is available to care for children before and after school and during school holidays.

Meals and Snacks

For children who stay at school full time, healthy school meals are produced on the premises using fresh ingredients of the highest quality. We encourage children to eat school lunches. From September 2014 school meals will be provided free of charge for Reception children. Alternatively children may bring a packed lunch. Please note we need half a term's notice to change from school dinners to packed lunch. As we encourage healthy eating, we request that no sweets, crisps or fizzy drinks are included. Children are provided with a piece of fruit to eat in the morning under the National Fruit and Veg. Scheme and free milk is provided for children under 5. Drinking water is available throughout the day.

Collection of Children

Children will only be released to those authorised for collection on the Registration Form. If for any reason someone different is collecting your child, please inform a member of staff. No child will be allowed to leave the premises without confirmation from the parent. If a parent/carer fails to collect their child we will follow the procedures detailed in our Uncollected Children Policy. A copy of this is on the school website and the parents' noticeboard in the Early Years classroom.

Illness

If your child is poorly and is unable to attend could you please inform us as soon as possible. If the illness is an infectious disease we would ask that you keep your child away from school until your G.P. has given the all clear. Children who have had sickness and/ or diarrhoea should stay off school for 24 hours after the last episode.

If your child becomes ill during the day we will contact you to let you know and will care for him/her as best we can, until you come to collect them.

It is very important that we have up to date emergency contact details and any relevant medical information for your child.

Medicines

Although the responsibility for administering medicines lies with parents, we understand the difficulties this can cause when a child is in Early Years.

School staff will administer prescribed medicine only, provided that an 'Authorisation of Medication' pro-forma (available from the school office) is completed and signed. The medication must be clearly labelled and brought into school and collected by an adult. Over the counter medication cannot be administered in school.

We would ask you to share with us whatever information you have that is pertinent to the health of your child.

It is essential that you inform us of any conditions or allergies that your child may suffer from and the appropriate course of action should a problem occur.

Premises

Our new Early Years class was completed in May 2010. This comprises a large indoor activity area and a small quiet room for focussed learning activities. It has a staffroom with cooking facilities, a cloakroom and toilets. It has its own extensive outdoor play area which is fenced for security.

The main entrance to the school is fully ramped to accommodate wheel chairs and there is a disabled toilet and a hygiene room in the main school building.



Security

Whilst the children are in the building the external doors remain locked. If you require access other than at the start or end of the school day there is a door access system on the main school door. Parents should press the buzzer and wait for a reply.

What will my child need?

As children will be very active, playing inside and outside throughout the day and in all weathers it is not practical to wear proper school uniform. A Foundation Stage uniform of black or navy tracksuit bottoms or leggings, royal blue sweatshirt and white polo shirt should be worn in Reception. Children may wear black or dark blue shorts in summer. Proper school uniform should be worn when children start in Year 1. Uniform is available in school but can be purchased elsewhere. Practical footwear is essential (no laces please). A P.E. kit consisting of a t-shirt and dark coloured shorts should be left in school all week. A drawstring bag will be provided free of charge for this.

We would be grateful if you would provide a pair of named wellington boots and a waterproof coat for your child which can be left in school.

Reception children will be provided with a blue bag free of charge to carry reading and library books and letters from school.

Please remember to look in here daily and remove any pictures and letters etc.

Please name all items of clothing, shoes and bags. This will enable us to return lost property promptly.

We would welcome any donations of clean materials for model making etc. These include cardboard boxes, yoghurt pots, wool, string, ribbons, kitchen roll tubes, jar tops, paper, card and old birthday cards etc. Please do not send in anything which is contaminated with food, toilet roll tubes, egg boxes or medicine containers as these may pose a health risk.

A voluntary contribution of £3 per term to pay for additional food, milk and baking ingredients would be gratefully received.



[Early Years Foundation Stage \(EYFS\)](#)

In September 2008 the Early Years Foundation Stage was introduced for children under the age of 5. This was updated in September 2012. The EYFS enables early years' providers to reflect the rich and personalised experience that many parents give their children at home. All of our activities must link to the EYFS framework and complement those provided in other settings. The EYFS sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good progress through school and life.

The EYFS seeks to provide:

- Quality and consistency in all early years settings, so that every child makes good progress and no child gets left behind
- A secure foundation through development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly;
- Partnership working between practitioners and with parents and/or carers
- Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

Overarching principles

- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured;
- Children learn to be strong and independent through positive relationships;
- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers; and
- Children develop and learn in different ways and at different rates.

Assessment arrangements for EYFS

Ongoing assessment is an integral part of the EYFS learning and development process. This is used to make informed decisions about a child's progress and to plan the next steps to meet their needs. The EYFS profile is an assessment of children's progress at the end of the Foundation Stage and will be completed by the class teachers at the end of Reception year. The level of progress children should be expected to have attained by the end of the EYFS is defined by the early learning goals set out in the EYFS framework.



What will my child be doing during the day?

Please enter the playground at the front of school using the pedestrian entrance and follow the path to the front door of Early Years. In winter, if the playground is icy, please use the gritted path in front of the playground wall. Doors are open from 8.50am and a member of staff will be waiting to greet you and support the children in hanging up their coats and self-registering in the cloakroom area. The children will then go straight to an activity in the quiet room. We understand that children may take a little time to settle into a routine but we like to encourage their independence as soon as possible.

Your child will be doing a wide range of activities during the day based around the 7 areas of learning and development and the educational programmes in Early Years Foundation Stage. The three **prime** areas are;

- Communication and Language
- Physical Development
- Personal, social and emotional development

Providers must also support children in four **specific** areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy;
- Mathematics;
- Understanding the world
- Expressive arts and design.

Some of these activities will be new to the children but many will be familiar, developing and building on skills from Nursery. This will develop their confidence about school.

Further information about the EYFS can be found on the DfE website www.foundationyears.org.uk.

We use the Jolly Phonics, Letters and Sounds and Phonics Bug programmes to help children learn letters and sounds essential for their reading and writing. We will send a 'sound' book home each day, to enable you to support their learning at home, as well as a booklet 'Helping your child to read.' Your child will also bring books and word games home. Please sign and comment in the 'reading diary', which accompanies the book/game.

The day can be long for young children and it is common for them to be quite tired in the evenings for the first few weeks.



How can I help my child with reading?

Share books and comics together – read the stories and talk about the pictures. Join your local library. Let your child be the storyteller and tell the story from the pictures in a book. Help your child recognise their name.

Listen to story tapes.

Share nursery rhymes, finger games and action songs.

Play games such as lotto, snap, I spy and do jigsaws.

Have an alphabet frieze or poster up somewhere at home.

Have magnetic letters for making words on your fridge.

When out and about point out signs, labels etc.



How can I help my child with writing?

Look at all sorts of writing such as in books, on signs and packets and let your child see you writing notes/lists etc.

Encourage your child to draw and play at 'pretend' writing using pencils, crayons, chalks, felt tips and paint. If your child 'writes' something ask him/her to tell you what it says. Show your child how to hold a pencil correctly, but let him/her decide which hand he/she is going to use to write with.

Let your child practise his/her name with a capital letter at the beginning and then small letters.

Practise writing the alphabet (the enclosed sheet shows how to form the lower case letters and numerals 0 to 9 correctly).



How can I help my child with mathematics?

Sort objects, such as buttons and Smarties by size or shape or colour.

Count everything! Stairs, things on the washing line, toys etc.

Read numbers everywhere! House doors, car registrations, clock face etc.

Sing number rhymes and songs e.g. '1,2,3,4,5, Once I caught a fish alive', 'Ten green bottles'.

Play games such as snakes and ladders, ludo and dominoes.

When out and about, look for shapes and patterns and for things that are big, small, tall, short etc.



Parental Liaison

At the end of Reception year, the class teacher completes a Foundation Stage Profile of your child.

A record of children's progress will be built up in the form of photographs and observations and will ultimately be used to complete the EYFS Profile at the end of their Reception year. We use Orbit, an online tool that is only accessible by Early Years staff and parents. It is password protected. Parents can access this via a laptop or ipad and add photographs using the postcards to send in 'wow' moments from home.

In the summer term a full report of your child's progress is sent out. Parents' evenings are held in the Autumn and Spring terms. Dates are sent in the school newsletter and an appointment sheet is posted on the wall in Early Years. If you are unable to call in to book an appointment please telephone Mrs Dent at school. Your child's work will be available for you to see on these occasions.



Finally

Young children learn most through playing, and when they are interested in what they are doing. Don't feel you have to do lots of 'educational' activities with your child; just have lots of fun with them and most of all talk with and listen to them.

If you would like to know more about Early Years routines, or more ideas or advice on helping your child, please do not hesitate to contact your child's teacher or the Headteacher.

Please ask for a copy of the school prospectus, if you haven't already got one. This gives detailed information about the school, its staff, governors and organisation. It also summarises school policies and gives information about the curriculum. This information is also on the school website: www.croftprimaryschool.org

School newsletters providing information and diary dates are sent out each week.

We look forward to working in partnership with you to provide the best education for your child.

This booklet is available in alternative formats if required.