



# Information for Parents



## Reception September 2017



# Reception Class Information

## Welcome!

Welcome to Reception. This booklet will give you some of the daily information that you will need as your child starts school and a brief summary of the Early Years Foundation Stage Curriculum. We hope to answer many of the questions you may have about your child's time in Reception at St Matthew's Primary School. Please don't hesitate to contact us if there is something more you would like to know.

## Staff:

We have three Reception classes at St Matthew's Primary School. Each class has a class teacher and all the classes are fortunate to have additional full time support in the classroom. It is often possible to speak to your child's class teacher briefly at the beginning or end of the day but please do not hesitate to make an appointment if you need more than a few minutes to discuss your child.

## Home/ School Liaison and Book bags:

To ensure that we can communicate effectively between home and school we will provide each child with a book bag and a home/school liaison book. This is a way of communicating between home and school and it should be sent to and from home each day. Please write anything that you feel the teacher would benefit from knowing in your home/school liaison book, for example, if your child has not slept well or they are going home with somebody different. If you write a comment please place it in the correct place in your child's classroom in the morning (each class teacher has a different place) to ensure that it is read by a member of staff. Once it has been read it will be placed back in your child's book bag.

## Contact Details:

St Matthew's Primary School

19 Norfolk Street,

Cambridge CB1 2LD

Telephone: 01223 568838

Fax: 01223 568839

E-mail: [office@stmatthews.cambs.sch.uk](mailto:office@stmatthews.cambs.sch.uk)



## Transition:

The transition for children into school can create a mixture of emotions for everyone. To make it easier for the children and staff to get to know each other we have created a system to ensure that your child's transition into Reception is as smooth as possible.

## Classroom Visits and Teddy Bears Picnic:

There are two visits available for you and your child to come and experience the Reception environment at St Matthew's. You can attend both sessions and will be free to explore all three classrooms and our garden. In addition to these visits, we also host a Teddy Bears Picnic. This is when we come together as a class for the first time. We highly encourage the children to stay for this session by themselves. We will provide small snacks and drinks for the picnic and request that your child brings along a favourite teddy. Please inform us if your child has any allergies as soon as possible. We hope you will have received the letter outlining the dates available for your child to visit. Please feel free to attend all the visits. If you have any questions about these dates please talk to your child's class teacher.

## Dates of Visits:

Visit	Date	Time
<b>Visit 1</b> (explore all classrooms)	<b>Wednesday 5th July</b>	<b>1:30 pm – 2:30 pm</b>
<b>Visit 2</b> (explore all classrooms)	<b>Monday 10th July</b>	<b>10 am – 11 am</b>
<b>Teddy Bears Picnic</b> (In own classroom)	<b>Thursday 13th July</b>	<b>10 am – 11am</b>

## Individual Home Visits:

This is a chance for you and your child to meet with their class teacher and teaching assistant in your home environment. The visit will last for approximately 15- 20 minutes and provides an opportunity for you and your child to ask any questions. Furthermore, it is a great opportunity for us to get to know your child on an individual basis. The visits are optional but highly encouraged. There will be sign-up sheets available at all the classroom visits. Alternatively you can contact the school office to arrange a visit. Please note you **will not** be signed up automatically for a home visit. If you have any questions regarding these and would like to ensure you **do** receive a visit in September please make sure you have spoken to your child's class teacher or signed up for one via the school office. If you would prefer to have a meeting at school then please talk to a member of the Reception team to arrange a convenient time.

Telephone: 01223 568838

E-mail: [office@stmatthews.cambs.sch.uk](mailto:office@stmatthews.cambs.sch.uk)



## Starting School in September:

We operate a staggered entry in the first few weeks in September. This provides an opportunity for your child to become familiar with their surroundings and school routines, in smaller groups. You will be notified about which group your child will be in. A number of factors are taken into consideration when deciding the groups, including age and sessions attended at your child's previous setting. We are aware that the staggered entry can cause some disruption to family routines. However, we know from experience that the initial transition is a crucial step for your child and do believe the gradual integration enables all children to feel safe and secure in our setting. By the end of September, our aim is for all children to be full-time. Please see the next page for a timetable outlining the staggered entry in September.

There is an after school club called 'Kids R Us' which provides play care for children and young people aged 3 – 12 years before school, after school and in the holidays. Kids R Us' also provides childcare at school during the day throughout the Reception transition period. Registration forms and newsletters can be downloaded from their website at: <http://www.kids-r-us.org.uk> or alternatively you can contact Poppy on: 07428187477 or email [poppykidsrus@gmail.com](mailto:poppykidsrus@gmail.com)

## Session Times in September:

### Groups A & C

**Week 1– No school**

**Week 2 – 8:45 am – 11:30 am**

**Week 3 - 8:45 am – 1pm or optional full time**

**Week 4 – 8:45 am – 3:15pm (Full time)**

### Groups B & D

**Week 1 – No school**

**Week 2 – 12:45pm – 3:15pm**

**Week 3 - 8:45 am – 1pm or optional full time**

**Week 4 – 8:45 am – 3:15pm (Full time)**



This table outlines how the children will enter school in September. You will find out which group your child is in at the New Parents Meeting on Tuesday 20<sup>th</sup> June at 7pm.

	Week Commencing	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	4 <sup>th</sup> September - 8 <sup>th</sup> September	Staff Training Day	Staff Training Day	Individual Visits	Individual Visits	Individual Visits
		No Children	No Children	(please sign up for a visit with your child's class teacher)		

	Week Commencing	Times	Monday	Tuesday	Wednesday	Thursday	Friday
Week 2	11 <sup>th</sup> September - 15 <sup>th</sup> September	am 8:45 am - 11:30 am	Group A	Group C	Groups A & C		
					Groups A & C Stay for an early lunch at school <b>Pick up at 11:30am prompt</b>		
		pm 12:45 pm - 3:15pm	Group B	Group D	Groups B & D		
					Groups B & D Arrive for a late lunch at school <b>Arrive at 12:45 pm for lunch at school</b>		

	Week Commencing	Times	Monday	Tuesday	Wednesday	Thursday	Friday
Week 3	18 <sup>th</sup> September - 22 <sup>nd</sup> September	am 8:45 am - 1 pm	All Groups	All Groups	All Groups	All Groups	All Groups
		3:15 pm Pick up	<b>Optional afternoon session</b> All children will stay for lunch and then they have the option to stay for the afternoon session. Please sign up on the form in your child's classroom to indicate what your child will be doing this week.				

	Week Commencing	Monday	Tuesday	Wednesday	Thursday	Friday
Week 4	25 <sup>th</sup> September - 29 <sup>th</sup> September	All Groups Full Time 8:45 am – 3:15pm				



## Attendance and Punctuality:

The school is keen to encourage the habits of good attendance and good punctuality. Parents have a legal responsibility to ensure good attendance and are particularly urged to make sure that their children are at school on time, ready for when we start at **8.45am** each morning. We aim to work closely with parents to achieve this, and when necessary, we involve other agencies such as the Education Welfare Service, if a problem involving attendance develops. If the gate is closed please report to the office to sign your child in as late. You will be asked to provide a reason for why your child is late. Please note that Mrs Platt's entrance is through the main gates to the school.

It is important that you let the school know if there are any changes to your collection arrangements, please write these in the home-school liaison book or inform either your child's class teacher or the school office. We will not hand over children to adults unless we have been informed of who they are going home with. Please ensure that you arrive and collect your child on time. Children can become very anxious if they arrive or leave late from school.

## Illness and Absence:

If your child is absent from school, please send a brief note to explain the absence, telephone the school office (01223 568838) or send an email as soon as possible [office@stmatthews.cambs.sch.uk](mailto:office@stmatthews.cambs.sch.uk). Unexplained absences count as "unauthorised". We aim to reduce the number of unauthorised absences recorded in registers and we ask parents to help us in this by keeping us informed of all absences.

St Matthew's School will not grant leave of absence during term-time unless there is an exceptional circumstance. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a pupil can be absent from school. A leave of absence is granted at the Headteacher's discretion. If the school is not satisfied with any reason given for absence, it will be recorded as unauthorised. Leave of Absence forms can be collected from the office.

## Returning to School after Illness:

Please do not send your child back to school until they are fit and well. Too often we see children return too early and then they suffer a relapse. Children who have been vomiting or have had diarrhoea should not return to school until they are completely better. The chance of them passing the infection on to other children is extremely high. They should stay off school for **48 hours** after the symptoms have cleared up and are well enough to attend school.





## Contact Details and Medical Information:

Please ensure that you have completed the contact details for your child and returned them to the school office as soon as possible. If any contact information changes throughout the year please ensure that you update the office immediately.

If your child has any medical requirements that we need to be aware of please make sure you have discussed these with your child's class teacher as well writing all the relevant information on the contact forms.

We prefer not to administer prescribed medicines to children at school. However, if it is essential, please inform your child's class teacher **and** the school office who will give you a permission form to sign. Prescribed medicines will only be administered by nominated staff. The nominated staff will supervise the taking of medicine, when possible, provided that:

- the medicine has been prescribed by a doctor
- full written instructions are enclosed with the medicine
- the medicine is clearly labelled with the child's name.

All tablets and medicines must be handed in at the school office and will be kept there. When children go on class trips, it is the responsibility of the parents to approach staff should any medicines need to be administered.

**The only sure way of guaranteeing that medicine is administered is for parents to come into school and give it to the child themselves. The school will make its best effort but cannot be held responsible if medicines are not administered.**

If your child requires an inhaler or has an epi-pen please ensure that all the components are clearly named, in date and you hand it to your child's class teacher.

## Clothing:

Please be sure that your child is dressed in clothes that allow him or her to be independent both indoors and outdoors. We would like the children to be as independent as possible so please think carefully about buckles, buttons and laces. In addition, please note that plastic shoes are not allowed to be worn at school, for example Crocs, flip-flops and plastic sandals. The children are very active throughout the day and we feel that these do not provide the children with enough support. It is very important that all clothing (including hats, scarves and gloves) are clearly labelled with your child's name and please check regularly that your child's name is clearly visible.

You are welcome to leave a spare pair of clothes on your child's peg. We do have some spare clothes should an accident happen at school. However, it is often easier if the children have spare clothes on their peg. If your child does borrow any of the Reception clothes please wash them and send them back in as soon as possible.



## Lunchtime and Playtimes:

Reception children have their own playground and are supervised at all times. In addition to our Midday Supervisors, at the start of term Reception teaching staff help support the children at lunchtime until they all become confident with the lunchtime process.

All infant children (Reception – Year Two) qualify for free school meals. The children can choose either a hot or cold school lunch and this can be decided on a daily basis. The menu is displayed on a weekly basis on our notice boards around school and on our website.

Alternatively, you can provide a packed lunch for your child. If you would prefer your child to have a packed lunch from home, please start with just a few basics like a sandwich, fruit and a drink. Please do not send in sweets, chocolate or fizzy drinks and for safety reasons, please do not use glass containers.

Throughout the year, the children are gradually introduced into the main playground to start their transition into year one.



## Snacks and Drink:

The children are encouraged to bring a piece of fresh fruit or vegetable to eat in the morning. Please ensure it is placed in a clearly named container or use a sticker to help distinguish which piece of fruit/vegetable belongs to your child and place it in the designated box in the classroom. **Please note that only fresh fruit or vegetables are allowed.** The school will provide a piece of fruit/vegetable for the children in the afternoon.

Your child should bring a water bottle into school. Please ensure this is clearly named and place in the water bottle box. **Juice and squash are not permitted in their water bottles**, although it is fine to have juice in their lunch boxes.



## Outdoors:

The Outdoor areas are an extension of the indoor classroom and will be accessed on a daily basis by the children in all weathers. It would be beneficial if children could have a pair of named wellington boots and waterproofs (an all in one rain suit is ideal) which could be kept at school as we cannot predict the weather. However, please feel free to take them home when they are needed.

## Physical Education:

Your child will need a PE kit to change into. This consists of black/blue shorts, white t-shirt and ideally kept in a sturdy named bag. The children will not require plimsolls/trainers until the start of the Summer term. PE will start once all the children are in school full time. Children need to have their P.E Kit in school from Monday to Friday so that they can take part in PE and other activities. Please ensure that all clothing is **clearly labelled** with your child's name and check regularly.



## Special Occasions:

If you would like your child to celebrate a birthday or another special occasion with classmates, please send either individual small cakes or biscuits and include a list of ingredients. These are easy to distribute amongst the children.

Since children's feelings are easily hurt, please ensure that party invitations are distributed outside of the classroom. Please give them out before or after school, directly to the parents concerned.



## Early Years Foundation Stage:

The children in Reception follow the Early Years Foundation Stage Framework and work towards seven areas of Learning and Development. It is a very holistic approach to learning and places a strong emphasis on the individual child. It is a continuation from the curriculum in Nursery/Pre-School and focuses on play and exploration, active learning and creativity and critical thinking. The curriculum values individual children and where they are in their learning. It ensures that doors are open to new experiences and opportunities are created to help children progress socially and academically. Each week we send out an information sheet which outlines what your child will be learning and includes ways you can help at home.

## What will my child's learning look like?

Play and Exploration is a fundamental within our Reception classes. It means children are able to choose activities where they can engage with other children or adults or sometimes play alone. During these activities the children will learn by first-hand experiences; by actively 'doing' as well as being guided by the adults in the classroom. We will provide them with sufficient space (both indoors and outdoors), time and choice with a range of activities to support their next steps in learning. There will be a good variety of planned, prepared and guided activities by the teachers, as well as opportunities to allow time for the children to initiate their own learning. Activities will be planned through discussion with the children around their current interests, as well as taking into account their learning styles and stages of development. We will also focus each term on a different context to help support our guided learning. Our environment will enable children to try things out and make sense of relationships, allowing all children to fulfil their potential.



carpet time

## What if my child needs extra support at school?

We have lots of support on offer for your children to both help them with their learning and also any social or emotional support they may need throughout their time in our school. Some of the support on offer is outlined below:

- If you feel your child has any SEND (Special Educational Needs) please speak to your child's class teacher who will put you in contact with our SENCo Zoe Shuler.
- If you are worried about your child's Speech and Language please ask your class teacher for details about the Romsey Mill Speech and Language Drop in clinic.
- If your child has English as an Additional Language and the class teacher feels your child needs extra support our EAL specialist Lina is able to offer support in class.
- Our Social Emotional Support worker Julie Mark is able to offer children support if your child is struggling to manage their feelings or having social difficulties either in school or at home.
- Our Early Intervention Family Worker Zoe Dennis is able to offer support and advice to parents when necessary. You contact her through your class teacher or directly on 01223 699867, 07824 569789 or email her at [zoe.dennis@cambridgeshire.gov.uk](mailto:zoe.dennis@cambridgeshire.gov.uk)
- If your child is struggling with friendships or managing feelings at lunchtimes they are able to go to our Lunch Club to play games in a supportive environment.
- We also run a Breakfast Club. This is for targeted children who may be having difficulties with the transition between home and school in the mornings.



## Phonics:

We have a daily whole class phonics session. Phonics is a way of teaching children to read quickly and skilfully. They are taught how to:

- recognise the sounds that each individual letter makes;
- identify the sounds that different combinations of letters make - such as 'sh' or 'oo'; and
- blend these sounds together from left to right to make a word.



Children can then use this knowledge to 'de-code' new words that they hear or see.

This is the first important step in learning to read and write. We base our phonics teaching on the Story Time Phonics and Letters and Sounds schemes. We will be holding a Phonics workshop in the Autumn Term for parents/carers.

## Reading:

From the moment your child starts school s/he will be encouraged to develop a love of books. Staff plan for the development of your child's spoken language in many ways – through drama, singing, telling stories and rhymes.

Your child will be bringing a school reading book home before half term. Initially your child will be given a levelled book. All the books are levelled and colour and number coded accordingly. The books are ordered this way to try and enable both you and your child to have ownership of reading. Once you have shared the books with your child, it will be up to you and your child to choose a book to read at home from the same level. Please be aware that there is a great range of texts and levels inside one box and it is good to have a mixture of phonics based and Oxford Reading Tree books.

## Individual Reading:

Your child will be heard read individually once a week by either a class teacher, teaching assistant or voluntary helper. This may be with a text or through a shared reading experience in the classroom. Your child will be formally assessed every term to ensure that they are working in the correct book band. At this early stage in reading, the emphasis is on enjoying the books together, discussing the story line and predicting what is going to happen next.

## Reading Diaries:

Children all receive a reading diary which we ask you to use to record the books you have shared at home. However, please record any information you feel is relevant in the reading diary to ensure our assessment process is rigorous. Please keep the reading diaries in your child's book-bag.

## Guided reading:

This takes place as part of a small group once a week. The children will share a text within this group and will be taught a variety of reading strategies to help decode words and read effectively for meaning. These books are kept in school.

## Queries about reading:

All children progress at different rates and most have spurts of learning coupled with periods of consolidation. If you have any queries or questions about your child's reading please speak to your child's class teacher to arrange a meeting.



## Writing:

If you are helping your child learn to write their name, please ensure that the children use a capital letter at the beginning of their name and lowercase letters for the remainder e.g. Charlotte. If children have learnt to use capital letters for their entire name, they can find it difficult to relearn how to write lowercase letters. Correct letter formation is very important for the continuation into writing. There is an information sheet showing you how letters should be formed at the end of this booklet. This may help you guide your child.

Writing for pleasure is a key ingredient in our Reception classes. We work hard to build the children's confidence and self esteem to become independent writers who are excited about writing. We find that praising all mark making encourages the children to be early writers. If you want to encourage your child to write then please ensure writing is exciting and does not become a chore.

### Checklist before September:

- Please inform us before the beginning of term what your child likes to be called to ensure that we can label their storage trays and pegs correctly.
- Fill out all the contact information forms and hand them back to the office including all medical information as soon as possible.
- If your child has not had one, take them for an eye test and hearing test.
- Sign up for a home visit if you would like one.
- Talk positively about school to your child.
- Encourage your child to learn how to put on their coat and shoes on independently.

## Parental Involvement:

Supporting your child's learning at home is invaluable. Each week we send out an information sheet which outlines what your child will be learning and includes ways you can help at home. However, please be aware that they have had a busy day at school. We have also included in your pack a helpful hints booklet which provides creative suggestions for supporting your child's learning at home.

We do hope that you have found this booklet useful. If you have any other queries or questions then please do not hesitate to come and talk to us.

The Reception Team



# St Matthew's Term Dates 2017-2018

## Autumn Term 2017

Monday 4 <sup>th</sup> September, 2017	Training Day - school closed
Tuesday 5 <sup>th</sup> September, 2017	Training Day - school closed
Wednesday 6 <sup>th</sup> September, 2017	School begins for children in Years 1 to 6  (note staggered entry procedures for Nursery and Reception Children)
<b>Half Term Holiday</b> <b>School closed – Monday 23<sup>rd</sup> October – Friday 27<sup>th</sup> October, 2017</b>	
Tuesday 19 <sup>th</sup> December, 2017	Last Day of Autumn Term

## Spring Term 2018

Wednesday, 3 <sup>rd</sup> January, 2018	Training Day - school closed
Thursday, 4 <sup>th</sup> January, 2018	School begins for children
<b>Half Term Holiday</b> <b>School Closed - Monday 12<sup>th</sup> February to Friday 16<sup>th</sup> February, 2018</b>	
Thursday 29 <sup>th</sup> March, 2018	Last Day of Spring Term

## Summer Term 2018

Monday, 16 <sup>th</sup> April, 2018	Training Day - school closed
Tuesday, 17 <sup>th</sup> April, 2018	School begins for children
Monday 7 <sup>th</sup> May, 2018	School closed
<b>Half Term Holiday</b> <b>School closed – Monday 28<sup>th</sup> May – Friday 1<sup>st</sup> June, 2018</b>	
Monday 4 <sup>th</sup> June, 2018	Training Day - School closed
Tuesday 5 <sup>th</sup> June, 2018	School begins for children
Tuesday 24 <sup>th</sup> July 2018	Last day of school year