



**Stokes Wood**  
Primary School

*What we do today, matters tomorrow.*

# Reception Class



## Guide for Parents 2019 - 2020

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# Welcome to Stokes Wood Primary School

Our aim is to make the transition from  
Preschool / Nursery Provision to Reception (school)  
smooth, and successful. We are sensitive to the needs  
of your child and you as their parent. At Stokes Wood  
we strive to establish and maintain good relationships  
with all the children and their parents.

All Reception children are entitled to the same full-  
time provision. They will have been born between  
September 1<sup>st</sup> 2014 - August 31<sup>st</sup> 2015 and have their  
5<sup>th</sup> Birthday with us.

**From Thursday 5<sup>th</sup> September all Reception children  
will be in school full time.**

This booklet will help you to prepare you and your child  
for school. It will help you to understand what your  
child will be doing at school and we hope it will answer  
any questions you may have.

The Lead Teachers for the Nursery, Reception and Year 1 are  
Mrs Hatcher and Miss Lenton.

Reception is divided into 2 classes

*Miss de Lisle*

*Miss Strickland's class*

Our Teaching Assistants are:

Mrs Walker, Mrs Wakeling, Miss Moden, Miss Barden and Mrs  
Furborough.

Every day of the week is different in Reception and your child will be able to take part in a great variety of activities. Play is a natural way for young children to learn and forms the basis for these activities. Our areas of learning are divided into 7 categories, **3 prime areas** and **4 specific areas** which include essential skills and knowledge.

1. Personal, Social and Emotional Development
2. Communication and Language Development
3. Physical Development (PE and Outdoor learning / play, also dance and fine and gross motor skills)
4. Literacy
5. Mathematics
6. Understanding of the World (Topic based learning, ICT, Geography, History and Science)
7. Expressive Arts and Design (Art, design, music and drama)

Children will learn to develop social skills, including sharing toys and co-operating as part of a group. Children will make friends and learn self-confidence as valued members of our class and of our school. We aim to teach tolerance towards others, and respect for attitudes and beliefs, which may be different from our own.

## How can I help with my child's learning?

Children's learning begins at home. We recognise that the relationship between home and school is a partnership and that there are steps we can take together to give your child a consistent and successful start to their school career.

Sharing stories, singing rhymes and songs, listening and talking will all help to develop your child's confidence and communication skills.

We teach phonics daily and you will receive copies of the sight words the children will be learning for reading and writing to practise at home.

At school your child will also take part in shared and guided reading sessions each week. We will send home a school reading book each week.

We advise you to read with your child every day and books must be returned weekly so that they can be changed. A reading diary will be sent home with the book to enable both parents and school to record your child's progress or any queries you may have regarding their reading.

When your child wants to count, let them count real objects;  
*e.g. How many people are at the bus stop? How many plates on the table?*

We teach the children to recognise order and write numbers to 20, we look at addition and subtraction as well as shape, positional language and the language we use to describe height, length and weight.



**The school policy is that all children should wear the school uniform!**



**School shoes with velcro or trainers with velcro are best – please no laces!** We spend a good proportion of the day using our outside area as an active learning area - **PLEASE** make sure your child wears suitable clothes each day especially school shoes or trainers that they can climb and run around in.

All children need a P.E. kit; a blue polo shirt (supplied and washed by school!) and black or navy shorts are suitable - (school logo PE bags are available to purchase from the office). Children will need a pair of plimsolls for P.E. This will all be kept in their PE bag. We also ask for a full spare set of clothes in case of accidents.

**Label all clothing with your child's name**

- don't worry about sewing name labels in your child's uniform and PE kit, a permanent marker is ideal for this.

## Expectations of your child

- We hope that all children can change themselves for P.E.
- They can go to the toilet by themselves and wash their hands afterwards.
- We also hope that all children can use a handkerchief/ tissue properly.

## Hours

We open the doors in the morning at 8:50am and we close the door at 9am - if your child arrives at school after 9am please enter school through the main reception and you will be asked to sign your child in. Home time is 3:10pm/3:15pm (We aim to finish 5 minutes earlier than the rest of school so that the younger children can be collected first - this is helpful to those pupils with older siblings in school).

## Meals, Snacks and Drinks

Your child may either bring a packed lunch or have a **free** hot school dinner. In Reception fruit is free and milk is also free until children turn 5 years old. After that time, milk is provided through the Cool Milk scheme. This will need to be paid through this company and information is available from the school office. To encourage the children to stay hydrated, your child can bring a named bottle of water into school. This will need to be taken home to be re-filled each day.

## Absence

Parents are reminded that they must phone, text or e mail on the morning of their child's first absence to inform the school why your child is absent. This is to safeguard your children. If the school does not receive this information, you will receive a text requesting it.

## This is a legal requirement

## Term Time Absence

From September 2013, no absence will be authorised unless the Governing Body consider the request to be exceptional circumstances.

Parents seeking permission for term time absence will need to request a meeting with the Head Teacher or Deputy Head Teacher and governors, who will consider each case in the light of the individual circumstance presented.

The necessary paperwork should be completed during the meeting, if it has not already been completed and the Head Teacher or Deputy Head Teacher or/ and Governing Body will make a decision to grant the request or otherwise.

### Request for absence for religious observance

In line with DfE guidance, for all religious observance, it is expected that only one day is to be authorised for each religious celebration and then only where it falls on a school day. Parents should request this absence from the Head teacher beforehand.

The school's current target for pupil attendance is 96%, which is high and reflects the importance that the school and parents attach to regular attendance.

## Illness and Medication

**Please** keep poorly children at home, especially after sickness or diarrhoea. The recommended time for return is 24 hours after the last episode of sickness or diarrhoea.

### 'Short-term' Medication

Children who require a short course of medication e.g. antibiotics, will, whilst ill, **remain at home** until the course is finished.

If it is felt by a medical practitioner that the child is fit enough to return to school, the dosage can be adjusted so that none is required at lunch time, or if this is not possible a parent/carer may administer the lunchtime dose by arrangement with the Head teacher. However, if the

child is well enough to attend school, and a parent or carer cannot take either of these options, the Head teacher, or deputy in her absence, or a nominated member of staff will administer the medicine as long as there are fully written instructions and the medicine is in the original packaging.

Anti-biotics should be held securely in the school office on these occasions.

### **'Long-term' Medication**

Inhalers/medication for all children in need of them will be held by the class teachers and kept in a cupboard within the classroom which will be clearly marked with a green and white first aid sticker. **It would be best practice if a second medication is available at school for playtimes, lunchtimes and PE.**

All medication must be clearly marked with the child's name, with clearly written instructions as to need, frequency, etc.

It is the parents' duty and responsibility to ensure that a child's medication is in date.

No medicine should be administered unless clear written instructions to do so and a consent form have been obtained from the parents or legal guardians and the school has indicated that it is able to do so.

### **Medical Information**

No medication can be allowed in school unless the appropriate form is completed and returned to school. Forms are available from the school office. Children requiring an epi-pen in school must have the relevant form completed by their GP. Please ask at the school office. (See Policy for Supporting Pupils with Medical Conditions and Administering Care and Medication to Children with Medical Needs).

**Parents/carers must fill in the appropriate forms for the administration of medicines, obtainable from the school office. These are updated on an annual basis and staff are issued with information concerning their pupils and/or pupils in the school with specific allergies.**

It must be understood that all staff are acting voluntarily in administering medicines.

Please consult the Administering Care and Medication to Children with Medical Needs Policy on the school website or ask at the school office for more information.

Over the counter medicines will only be administered according to the dosage recommended on the container or box. Wherever possible parents or carers should administer these over-the counter medicines . Recent LA guidance states that: 'A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.' The necessary forms should be completed by parents/carers as for prescribed medicines. If a doctor has advised ibuprofen but you have not been given a prescription, please ask for a signed note if you will need a member of staff to administer it.

### Parental Responsibility

If you have parental responsibility for your child but live apart from each other, you are still entitled to information about their progress and participation in events at school. If you would like to receive a copy of their annual report, copies of school photos or information on assemblies and exhibitions please e-mail [office@stokeswood.leicester.sch.uk](mailto:office@stokeswood.leicester.sch.uk) for more information.

### Safeguarding

Stokes Wood is committed to providing a safe and secure environment for children, staff and visitors, where all feel confident about their own safety or well-being of others.

Please note that all visitors to school must sign in at the main school office using an electronic sign in system. They will be provided with a badge which must be worn at all times whilst on the school site and they will also be asked to sign out upon leaving the school premises. This system ensures that children, staff and visitors are safeguarded. We would also ask you to report any suspicious circumstances to the school office immediately.

### Password System Procedure

In the Nursery and Reception classes, we implement a Password System Procedure so that, if you are unable to collect your child, you will be reassured that your children will only be collected by an authorized person. Details of the password and adults authorised by you to collect your child, for example a childminder or grandparent, must be provided to your child's class teacher and the school office, when your child starts school. We ask that you inform us of any changes to this information immediately.

## Child Protection

We believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child. The Education Act 2002, Section 175, has placed a duty on the Governing Body with regard to safeguarding and promoting the welfare of children in school. The Governors recognise that all staff and volunteers have a full and active part to play in protecting pupils from harm.

We will therefore, refer to and/or consult the **Leicester City Children's Services' Duty and Assessment Service (DAS)** regarding any concerns about the safety and wellbeing of pupils in line with our school policy and procedures for safeguarding children, the Local Safeguarding Children Board Procedures and national guidance. A copy of our **Safeguarding and Child Protection Policy** can be found on the school's website.

For your information Mrs Gadsby is the Designated Safeguarding Lead (DSL) with regard to Child Protection, and **Miss Stone, Mr Brown, Mr Patel and Ela Sawicka are the Deputy DSLs.**

## Mobile Phones

For Child Protection purposes, the use of mobile phones is strictly prohibited within the school building and in the presence of children unless permission has been granted.

## Forest School sessions

At Stokes Wood, we have successfully introduced Forest School sessions for pupils.

These sessions take place outdoors in Buttercup Garden which is located on the school grounds at the bottom of the school field.

These sessions aim to increase children's personal, social and emotional skills, giving them an opportunity to take control of their own learning and manage risks in a controlled environment.

The sessions are weekly for Nursery children. We provide weather proof clothing and sun hats and ensure that children also wear suitable footwear.

They will have the opportunity to explore the natural surroundings, use the mud kitchen and resources, den build, use tools and once the rules are embedded, attend a campfire and toast marshmallows!

These sessions have proved very successful and all the children have thoroughly enjoyed them. You will get the opportunity to join us for a session once the children are settled into school.



## Your Child's Progress

Your child's progress is documented throughout Reception in a personalised Learning Journey.

Staff use an interactive app to track pupils' progress. This is called '2 Simple'. This program allows photographs to be taken and linked directly to each individual pupil and then linked to the correct areas of learning. These observations will be shared with you, via email, at the end of each half term.

Parents' meetings with your class teacher will be held in October and February.

In July you will receive written information which explains which Early Learning Goals, for each of the 7 areas of learning, your child has achieved. This information is also shared with our Year 1 teachers who use it to support your child as they move on from the Foundation Stage to Year 1.

We hope you and your child are looking forward to starting their school journey and we are here to answer any queries you may have.

**We look forward to welcoming you to our school!**