

# Rough Guide

to

## Reception



*“Choose the right path”*

**Welcome to St James' C of E Infant and Nursery School.**

Your child is at the heart of everything we do here at St James'. We will try our very best to ensure that your child is happy here and makes good progress in their education whilst at our school. We feel that we have a family like atmosphere and as such, please feel free to come and see any member of staff to discuss your child's needs.



## Our School Day

8.40am - School doors open  
8.45am Registration  
8.50am School Entrance doors locked for security – you will now need to report to reception to enter school  
9.0-10.30am Read Write Inc. / Lessons  
10.30am - 10.50 snack and collective worship in class (once a month we have Collective Worship in St James' Church—parents are welcome to attend)  
10.50-11.45pm Lessons  
11.45 -1.00pm Lunch followed by playtime  
1.00pm Registration  
1.05-3.15pm Lessons  
3.15pm End of the school day – please collect your child promptly from each class exit.



## Uniform

Our uniform consists of maroon sweatshirt/cardigan with the school logo, gold polo top and grey trousers. Sweatshirts and Polo shirts are available to order from school along with other items such as book bags and coats. You can also get the sweatshirts, cardigans and polo tops from Haig Embroidery Service at Haig Enterprise Park or via myclothing.com online .

**What your child will need** – please ensure all items are labelled with your child's name

**PE kit – black shorts, gold t-shirt with school badge, & trainers** (the PE kit can be left on your child's coat hook Monday – Friday) PE Hoodies are optional

**Coat** for outdoor play

**Book Bag**— these can be bought from school and are vital to bring home your child's books

**Fresh drinking water** – please fill your child's water bottle daily. Ensure it is clearly labelled with your child's name.

- **Special snack**—We like to encourage children to try different foods examples are crackers, different breads and yoghurts. There is a charge of £1 per week for this.

## School Dinners

School dinners are provided free of charge for children in Reception. There are a variety of choices each day for your child to choose from. Our menu is available each week on the newsletter and dinners are ordered in advance via the SchoolMoney app.

Your child can bring a packed lunch if they prefer – we stipulate

- No fizzy drinks
- No nuts (we have children with nut allergies in school)
- Please include at least one piece of fruit/vegetable

If your child wants to go onto packed lunches from school dinners or vice versa, we require one week's notice. If your child has any special dietary requirements please call into the school office to discuss their needs. Our school dinners are regularly monitored and are rated as having an extremely high standard and we recommend that your child tries them.



## Lessons and Learning through play

We give the children lots of ways to learn through play. We provide continuous provision opportunities during the day where children can choose activities that will help them learn. We also have enhanced provision and adult led activities. We plan for learning using the EYFS Framework and Development Matters 2021.

### Phonics and Spelling

This will be taught daily as part of an English programme called '*Read Write Inc*'. Your child will receive homework to reinforce the sounds taught in class.

### Homework

You will be sent home a reading record book. We recommend you read daily with your child, children are awarded stars each time they read and this is put towards earning a Reading Certificate. We will also send home weekly Book Warmers which have a wealth of strategies and activities that you can do with your child, linked to the book we are reading in class. Your child may also be set activities on Tapestry.

### Parent Information Meetings

During the different terms, you will be invited to an Early Years meeting. Teachers will share information about how the children are taught in Reception and the Read Write Inc programme we use in school to teach phonics, spelling, reading and writing.

### Partnerships

We strongly believe that a partnership between the school and parents is the best way to educate your child. They learn more by parents reinforcing our methods at home and by the school supporting your child here at school. During the first few weeks in school, your child will bring home a copy of the Home School Agreement. It states our pledge to you, to educate your child and we ask you to sign it along with the other documentation regarding Educational Visits etc.

We have an open door policy which means that your child's teacher is available before and after school if there is anything you want to discuss. We are happy to speak to you about any problem big or small. If you cannot speak to the teacher please come to the school office. We also welcome emails and phone calls.

We also want to know about your child's achievements at home. Please tell us about any special achievements in clubs etc for our newsletter and to earn additional dojos.

### Tapestry

We use an online assessment system called Tapestry in the Early Years Unit. This allows you to view some of your child's learning at school and share what they have been doing at home. We strongly recommend you check Tapestry regularly, as it may contain updates and prompts for what we are learning in school. It can also be used to upload your child's reading record each week.



### Absences from School

If your child is going to be absent from school it is vital that you let us know. Please telephone the school before 9.00am to let us know your child is ill. If your child has a hospital appointment, please let us know in advance. Try to arrange regular appointments such as routine dental visits outside of school time. If we have not received an explanation for your child's absence by 9.15am, we will record it as an unauthorised absence and will be contacting you the same day regarding this.

### Holidays in Term Time

If you need to take your child out of school for any reason, please make an appointment to see the Head Teacher. Please note that family holidays will be classed as unauthorised absences except for the most exceptional circumstances – these can be discussed with the Head Teacher.

### Communication

We keep you updated via our weekly newsletter. Our website is also updated as often as possible. We also make our newsletters and menus available on our website and can also email them to you on request. You can also find us on Facebook and Twitter, where we regularly provide you with updates about what the children have been learning, so please follow or like our pages.

We also communicate with you via our texting service. It is therefore vital that we have an up to date mobile number for you. There will be a data sheet for you to check which contains your contact details. This will come out in the first half term but if you have not already given us emergency contact details of someone who is able to pick up your child at short notice, please drop a note into the school office. **This is exceptionally important in case your child becomes ill in school.**

There may also be messages and reminders via Tapestry so it is important that you regularly check this too.

### Your Child's Progress

Throughout the year there will be opportunities to discuss your child's progress. There will be a parents evening in the Autumn term to discuss how well your child has settled in and how well your child is doing in class. There will be a further parents evening in the Spring term to discuss your child's progress and you will be sent an end of year report in the summer term.

You can also make an appointment to see the class teacher after school at anytime during the school year to discuss your child's progress. If there is any point at which you are concerned about your child's progress or have any queries, please come into school straight away. Don't leave it until a scheduled parents evening. The sooner we know about an issue the sooner we can resolve it.



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