



ST PIRAN'S

Inspiring Confidence

**RECEPTION INFORMATION FOR
PARENTS**

2016-17

We welcome you and your family to St Piran's and hope that your child will quickly settle into Reception in the secure and happy family atmosphere which we strive to create.

It is the aim of all the staff in Reception to develop the whole child. The adult-led work is carefully differentiated to ensure that all children are engaged and challenged, but are happy and confident to have a go and not be afraid to make mistakes. We also aim to inspire the children to become independent and develop a love of learning.

In order to achieve this, we welcome close links between home and school, and also encourage parents to work together with the staff. With this in mind, we have put together some information which is specific to Reception, which we hope you find useful. Please use the booklet, together with the main Parent Handbook, which can be found on the school website.

Reception Staff

<u>Head of Early Years</u>	Miss Amy Edmundson a.edmundson@stpirans.co.uk 01628 594338		FdA Education
<u>Class Teachers</u>	Mrs. Sheena Jenkins Miss Laura Shilston Mrs. Catherine Williams	RJ RS RW	BEd (Hons) BA (Hons, PGCE) BA (Hons), QTS
<u>Nursery Nurses</u>	Mrs. Emily Carter Mrs. Jayne House Mrs. Sharon Plummer	RW RS RJ	NNEB CACHE Level 3 CACHE Level 3
<u>Head of Pre-Prep</u>	Mrs. Lynne Rothwell l.rothwell@stpirans.co.uk 01628 594315		BA (Hons), MA, PGCE

Your Child's First Day

Your child's first day is very important and can be quite emotional for both your child and you. Experience shows us that no matter how tearful and clinging your child might be, it is always best to be as 'business like' as possible when leaving them. The children settle down very quickly once you have said goodbye. It is important that you do not pop back to see if your child has settled; we will always let you know if there are any real problems.

The School Day

There are many school routines which your child will get to know and remember quickly. Below are the main routines which will happen each day.

We operate an optional 'Kiss and Drop' facility every day for all children in the Early Years. If you would like to use this service, please drive to the designated area in the Early Years car park, where a member of the Early Years team will assist your child in getting out of the car and escort them to their classrooms. This service runs from 8:15am - 8:45am daily.

8:15am	You are welcome in the classroom with your child where you can speak to either the teacher or nursery nurse and settle your child to an activity before saying goodbye. Please enter via the wooden gate into the Early Years Garden, which is released open at 8:15am. At other times, for the safety of the children, the gate will not open from either side unless there is a fire.
8:40am	If you have not chosen to leave earlier, please say goodbye to your child at this time and leave them for registration. The wooden gate will then lock to allow the children to enter the garden in safety.
8:45am	Registration. If your child arrives after this, please register them with Matron. Her room is located beside the main entrance and she will be able to mark them present in the register. This is really important in case we have a fire.
9:00am - 10:20am	Morning lessons and assembly. Timetables for each class will be displayed on the classroom noticeboard indicating what your child will be learning and when. During the first two weeks, these may change as we get to know your child. Once the timetables are finalised, all parents will receive a copy. Please note that there may be variations from time to time, to allow for special activities to take place.
10:20am - 10:40am	Snack and break time.
10:45am - 12:05pm	Morning lessons continue.
12:05pm	Lunchtime. The children all go to the Dining Room with their teachers and nursery nurses. Lunch is served at the tables by a teacher or lunch time controller, who then sits and eats with the children. The children are encouraged to have good table manners and use a knife and fork. We also say a Prayer at the start of the meal. The menu is displayed on the classroom notice board, outside the Dining Room and also on our website.
Around 12:30pm	Playtime. When each table has finished, the children are brought to play in the Early Years garden. Lunch time controllers supervise the children outside. During the Summer Term, Reception children will play on the field with the Lower School children. This will support them in their transition to Year 1.
1:20pm - 3:30pm	Afternoon lessons. During the afternoon, usually at around 2:30pm, the children will have an afternoon snack and drink.

3:30pm

End of the day. The children collect all of their belongings and wait for their parents. Reception children are collected from outside their classrooms. Please enter the Early Years garden via the wooden gate. The gate is released slightly before 3:30pm to allow you to enter the garden. Please wait, and your child's teacher or nursery nurse will release your child to you. No child is allowed to go until the member of staff has seen the person who is collecting the child. If there will be someone else collecting your child, please let your child's class teacher know as we cannot release children to other adults unless we know in advance.

Wednesday Afternoon

Wednesday afternoons in Reception are optional. If you choose to take your child out of school early, please indicate on the sheet which is displayed on your child's classroom notice board each week.

If you wish to collect your child before lunch, please do so at 11:55am, and enter the Early Years garden via the wooden gate. Children will begin walking to lunch at 12:00 noon if they are not collected.

If you wish to collect them after lunch, this should be at 1:30pm. After lunch, please wait at the Reception building front door. When collecting your child, please sign them out on the sheet provided.

Friday morning

In the Easter and Summer Terms, Reception children begin attending assemblies with Lower School and Middle School. We therefore ask that your child is in school by 8:25am on a Friday morning. The classrooms will be open for you to bring your child in to school from 8:00am, however please stay with them until 8:15am when a member of staff will be on duty in the classrooms. 'Kiss and Drop' will operate in the normal way, beginning at 8:15am.

General Information

(In alphabetical order to aid easier searching. More detailed information can be found in the main Parent Handbook on our website.)

Absence

We have long school holidays in which you have the opportunity to take your child away. However, if you feel you need to take your child out of school during term time it is important that you write to Mr Carroll, the Headmaster, headmaster@stpirans.co.uk to request leave of absence before you make arrangements. Once your child enters Reception, it is a legal requirement to ask permission before the event is planned.

Assemblies

These take place at different times during the week. They include a whole year group assembly in a Reception Classroom. From the Easter Term, an assembly with the Lower and Middle School, and from the Summer Term, each class takes turns joining the Lower School in Chapel, helping them get ready for the transition to Year 1. On occasion, Reception are invited to a whole school assembly for a special event. For these, we notify you separately.

Birthdays

When it is your child's birthday, we are happy for you to send in a birthday cake for them to share with the other children in their class (we manage to make one cake go a long way!) Please make sure that it **does not** contain nuts. We request that no sweets be sent in please.

Breakfast Club

This is available for Reception children to use each day. Children may be dropped off from 7:30am at White Lodge and will be collected at 8:15am by a member of the Early Years team.

If you wish your child to attend Breakfast Club, please fill in the required form obtainable from the School office, or contact 01628 594352.

Communication with Teachers and Informal Appointments

There will be times when you need to speak to your child's class teacher urgently on an issue that may affect them that day. Our staff will be pleased to speak to you in the morning when you drop off your child, or you may communicate via a paper note or message in your child's reading diary. There is also the opportunity of speaking briefly to the teacher at the end of the day, when you collect your child. Please be aware that the teacher may not be able to deal with your matter immediately and may ask you to make an appointment or get back to you when they have the answer. If you feel you need to communicate with a more senior member of staff, Miss Edmundson would be your first point of call, as Head of Early Years. She can be contacted via email a.edmundson@stpirans.co.uk or telephone 01628 594338. Mrs Rothwell, as Head of Pre-Prep, can also be contacted via email l.rothwell@stpirans.co.uk or telephone 01628 594315 if the matter is of a more urgent or higher level nature. Should either or both of us be absent for any reason, and you require to speak to a senior staff member, please contact the Headmaster.

Your child's reactions to school are known to you and are important to us. If they are unhappy or worried, please make an appointment to see your child's class teacher, as first point of call, or the Head of Early Years as soon as possible, so that a solution may be found to the problem. Any unusual or changed home or social circumstances that occur could affect your child's behaviour and attitudes within Reception. Please inform the class teacher and the Head of Early Years of these matters so that we can take note of them and be assured such information will be kept confidential.

Curriculum Overview

St. Piran's School has an exemption in place for the Early Years, which allows us to be able to write and follow our own curriculum. This means we are not restricted to following the teaching and learning requirements set by the government, instead we pick out the best bits and intertwine them with our own curriculum. We also

complete our own assessment rather than following the Baseline and Profile requirements. Please see our Curriculum Policy for further details.

Characteristics of Effective Learning

Overarching **what** your child learns, is a focus on **how** they learn. This is referred to as 'The Characteristics of Effective Learning'.

The Characteristics are divided into three different ways of learning, and are split into three sub-sections. They are not something that can be learnt or taught, like the curriculum, but are the **style** in which your child prefers to learn.

- **Playing and Exploring:** Finding out and exploring; playing with what they know; being willing to 'have a go'. Playing and Exploring is focused on **engagement** and your child showing that they are **ready** to learn. When learning in this way, the children spend time exploring the environment and finding out different ways to use the resources. They may do this through role-play. Once comfortable with the resources, the children are then willing to take risks in their learning and will push themselves out of their comfort zones.
- **Active Learning:** Being involved and concentrating; keeping on trying; enjoying what they set out to do. Active Learning is focused on **motivation** and your child showing that they are **willing** to learn. Active learners show high levels of persistence when they meet challenges and enjoy achieving what they set out to do, for themselves, rather than for a reward.
- **Creating and Thinking Critically:** Having their own ideas; making links; choosing ways to do things. Creating and Thinking Critically is focused on **thinking** and the children showing that they are **able** to learn. This is where the children begin to have their own ideas and find their own original ways to do things. They choose how they want to do something and modify their ideas as they go along.

Dietary and Medical Requirements

If your child requires a special diet, has any allergies, or has any long-standing illness, for example, asthma, we **must** know. Please fill in the medical forms and return them to the Registrar **before** your child's first day at St. Piran's. A copy will be kept in Matron's room.

If your child is ill, or has a medical appointment, please write or telephone to notify Matron (01628 594311). Parents are informed when a child joins the school of the procedure for a sick child. Parents are asked not to send their child into school for **at least 24 hours** after sickness. A child having had diarrhoea alone or with vomiting **must have 2 clear days at home i.e. 48 hours**. Parents sign a document giving permission for their child to receive medication as deemed necessary by Matron. The school is also aware, and acts upon, the duty to inform parents on the same day or as soon as reasonable practicable, of any accident or injury sustained by the child and any first aid treatment given.

If you are taking your child out during the day for a medical appointment, please notify Matron in advance and then sign your child out in Matron's room, signing them back in on your return. This ensures we keep a fire register up to date at all times.

Emergency Contact Details

Please fill in the Emergency Contact Form and return it to the Registrar **before** your child's first day at St. Piran's. It is essential to have contact numbers in case of emergency or if your child is ill and needs to be sent home during the school day. Please update these details through the year as well, if contact details change!

End of the Day

On each noticeboard there will be a sheet for you to indicate if you are not collecting your child at the normal time of 3:30pm. This may be a regular routine, for example if your child is going to Tennis Club, Extended Day or a dance lesson, in which case if you let us know we will deliver them to the appropriate place each week. If it is a one off change, for example, they are going to a friend's house for tea; please write this on the sheet in

the manner that the teacher has requested. If you are using 'Kiss and Drop', please make a note in their reading record.

Extended Day

St. Piran's offers an after school care facility up to 6:00pm in White Lodge. If your child has no siblings in Middle or Upper School and you wish them to stay past 3:30pm we operate a fee paying 'Extended Day' facility. A member of Reception staff will take your child there at the end of the day and they will be provided with a snack before being involved in a variety of activities. Children must be collected **by 6:00pm**.

If you would like your child to attend Extended Day, please fill in the required form obtainable from the School office, or contact 01628 594352.

Hair

On a practical level, hair, if shoulder length, needs to be tied up so as not to get caught on equipment or end up in the paint/glue. We request school colour clips and bands only.

Health and Safety

As your child's safety is so important, please inform us who will normally be the person to collect your child from Reception. If these arrangements change in any way, at any time, it is essential that Reception staff are informed. Reception staff will not allow a child to go home with an unauthorised person. If your child is to be collected by someone who we have not seen before, please provide your child's class teacher with a password or introduce them to the class teacher in advance.

Please do not let your child bring any money or anything valuable into school. **No jewellery** may be worn as it is potentially dangerous, especially during physical activities. If there is a reason that your child **must** wear earrings then these are to be **studs** only. On PE, games and swimming days the earrings must be taped over. Watches may only be worn if children can tell the time.

Holding

If your child has an older sibling in Middle or Upper School, who is going home at 4:10pm, we encourage them to go to what we call 'Holding' until 4:00pm, which is free of charge. If your child is not collected by the correct time, you will start to be charged for the normal Extended Day facility.

If you would like your child to attend Holding, please fill in the required form obtainable from the School office, or contact 01628 594352.

Independence

To help your child feel more comfortable it would be useful if they can practise attending to and recognising their own needs, and managing the appropriate clothes. Please encourage them to ask when they need to go to the toilet or need help (help will be given where necessary).

On arrival in Reception, please encourage and allow your child to put their book bag away and hang up their coat and PE bag. This will give them the chance to gain independence, help them in learning to look after their belongings and they will know where the items are, later in the day!

The Learning Journal

During your child's term in the Early Years at St. Piran's, we will constantly observe what they are doing and how they are learning. Each of these observations are recorded and then put into their online Learning Journal. The Learning Journal is in chronological order, so it is easy to see the journey the children have enjoyed in their time with us, and the progress they are making.

When your child begins in Reception, you will receive an email, inviting you to have access to your child's own Learning Journal. We use a programme named Tapestry as a tool to create the Learning Journals. As the Journals

are online, it means you have the ability to access your child's Learning Journal whenever and wherever you are. We also invite you to add your own observations of your child at home.

We ask that you take time to browse the Tapestry website and fill in the 'all about me' section **before** your child begins with us at St. Piran's. If for any reason you do not receive an email inviting you to access Tapestry, please let your child's class teacher know.

Letters and Information from school

Reception staff write a weekly newsletter which will be sent out via email each Friday. With this, you will also receive a school newsletter about events taking place across the school and reminders of things coming up in the calendar. If you are not receiving these please speak to someone in the main School office. ClarionCall is also used for updates; please take your time to read all this information otherwise you may miss something important!

Library

All of the Reception children have the opportunity to borrow a book from our school library. You will be informed at the start of the year when your child's library session is. Library books should be returned weekly to allow your child to take out another book. Parents are asked to replace any books that are lost.

'Move Up' Day

Each year, on the last Monday of the Summer Term, we have a 'move up session' where all of the children meet their new teacher and class. Reception parents receive a class list at the end of the week prior to this. At this stage you will know who your child's class teacher and nursery nurse will be. At the beginning of the academic year you will also be provided with a photo sheet showing all of the adults your child will regularly meet during their week.

Notice Boards

There is a notice board outside your child's classroom. This will provide you with a range of information including the weekly menu, class timetable, Reception newsletter, photo gallery of staff your child will encounter in a normal week, plus any letters sent out by the Head of Early Years.

Outdoor Learning

At St. Piran's Reception, we are incredibly fortunate to have a brand new, outdoor learning area which we share with the Nursery. Allowing children to experience the natural environment outdoors is an important aspect of a child's learning environment. Providing appropriate clothing will also support your child to access all areas of learning in all weathers. The navy school coat is necessary all year round, with the addition of a sun hat during the summer and the application of sun cream before coming to school. Later in the day we are happy to support your child applying more if needed.

Outings

In Reception, the children have the opportunity to go on a school trip each term. These outings will be linked to topic work covered in the classroom. All of the children are required to wear a white shirt on such occasions. The school will provide your child with the school tie for the outings in Reception. In the Summer Term, the girls will wear their summer dress. If you would like to help on an outing, a sheet will be put up, before each trip, if additional adults are required. May we note that signing up does not guarantee that you will be able to join the class. If there are too many volunteers, names will be picked out of a hat. On subsequent trips, those parents who have not had the opportunity of going, will be put in the hat first.

Parents' Evenings and Reports

Parents' Evenings are held each term and are an opportunity for you to chat to your child's class teacher about the progress your child is making. The Head of Early Years and Head of Pre-Prep are also available at this time, should you wish to discuss anything with them. During the Easter and Summer Terms, you will receive a written report.

St. Piran's Society

At St Piran's we have the 'St Piran's Society'. This committee is attended by the Headmaster and run by the parents. The purpose of this committee is to organise social events and to implement fund-raising ideas. In addition, each class has a class rep to support the work of the committee. If you would like to volunteer to be a class rep please contact Miss Edmundson for further details.

Sweets

Please do not send your child into school with sweets or other items of food. We provide a snack in the middle of the morning and afternoon.

Swimming

Parents will be informed at the beginning of the year, on which day your child will be swimming. Please provide your child with a suitable rucksack for their swimming kit which they will carry to and from the swimming pool. All wet kit will be sent home on the day of swimming in order to be washed and dried. All children must wear the school swimming hat, which can be purchased from the school shop. If your child chooses to wear goggles, please ensure they fit properly and a name label is sewn around the strap. Please look at our website to see which swimming costume or trunks your child should be wearing and order from our supplier.

Reading

When your child enters Reception, whether from our Nursery or is new to St Piran's School, the class teacher will assess where their current reading ability lies. Some children know all their letters and sounds on arrival, others do not know any. Please do not be concerned if your child has shown no interest in reading yet as different children develop at different stages. During the first few weeks, when we are getting to know your children, please bear with us whilst we get your child's reading level right.

As phonic letters are sent home, please encourage your child to think of words beginning with that sound. As more letters are learned, word building games can be introduced. Your teacher will give you more information in the first term.

Children will be heard read daily in some form. This may be learning sounds initially, then blending sounds to form words; playing games to learn sight words; reading and discussing a book with the teacher. Please set up a routine for your child to practise their reading a little each day. This is far better than a large amount, a few times a week. As your child learns to read, it is important that they not only read the words on the page, but also fully understand the meaning. **Would you please provide your child with an empty named pencil case which they can keep their personal words in.**

Uniform

If it comes off, it **must** be named...this includes pants and socks too! It is especially important that coats and shoes are clearly named. If you buy anything from the second hand uniform shop, it is essential that you remove the previous owner's name labels and replace them with new ones.

Please see the website, under uniform, for the different suppliers for the main school uniform, the sports kit and the swimming kit.

Second hand uniform is available from the School Shop, which is run by some of our parents.

Opening times

Tuesdays and Thursdays: 8:30am – 9:30am

Summer uniform can be worn from the start of the Summer Term but will be compulsory once informed by the Headmaster. Children can return to school in September in either their summer or winter uniform until informed otherwise by the Headmaster.

On **snowy** days children may come to school in suitable footwear (as well as extra warm jackets/ski pants etc. as we will want to go and experience the snow together!) and then change into school shoes on arrival. Again these extra boots need to be named.

A **named coat** must be in school **every day** as we go out in all weathers, all year round. **Sun hats** and **sun cream** are essential when the weather dictates.

In Conclusion

The most important thing to remember is that if your child is having fun, then they are learning. At St. Piran's, our passion is to stimulate your child's love of learning.

We hope that this booklet answers the majority of questions you may have about life in St. Piran's Reception. If any further information or clarification concerning the aims and ethos of Reception is required, the Head of Early Years will be pleased to help. We look forward to getting to know you and your child in the coming months.

Amy Edmundson
Head of Early Years and Nursery Manager