

Reception Class Information

Welcome!

Welcome to Reception. This leaflet will give you some of the daily information that you will need as your child starts school. We hope it will answer many of the questions you may have about your child's time in Reception at Great and Little Shelford Primary School, but please don't hesitate to contact us if there is something more you would like to know.

Staff

There is one Reception class at Great and Little Shelford School. The class is led by a class teacher (Mrs Clarke and Mrs Unwin job-share this role) and we are fortunate to have a teaching assistant as an additional full time support in the classroom.

Home / School Communication

It is often possible to speak to the 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.

Our friendly office staff; Mrs Ward (Office Manager), Miss O'Bryan (Administrative Assistant) will be pleased to help you with any general school questions or queries you have.

- The opening hours for the school office are:

Monday - Friday 8:45am to 3:45pm

- Contact details:

Tel: 01223 843107

Email: office@shelford.cambs.sch.uk

There is also an answerphone facility if the office staff are busy. Messages are picked up in office hours and checked regularly. The above contact details should also be used to pass on any urgent messages e.g. relating to illness / pickups.

All non-urgent, general 'Reception-based' enquiries can be sent to the class teachers via reception@shelford.cambs.sch.uk.

Book Bags:

For further communication between home and school, each child needs to purchase a book bag from the school office. We will then provide each child with a reading record. This can be used to make a record of reading at home. We ask that parents complete this daily. Staff at school will also write in your child's reading record when books are changed / we read with your child in order to communicate effectively about their reading progress. Additional letters will also be sent home in your child's book bag / via email, so please check these regularly.

Transition

The transition 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 adapted our transition process this year in light of the continued restrictions in place. This is an important stage for you and your children, so please see below for a reminder of the plans we have in place to help make the move to school as smooth and happy a transition as possible, particularly in these challenging times.

Virtual Parents' Induction Evening

This year we will be holding our parents' meeting online. This will be an opportunity to receive a formal welcome and introduction to Shelford School, gather some more information about whole-school life and also hear an overview of what to expect when your child starts school and how to help them prepare. Details of how to access this meeting will be sent to you closer to the time.

This will take place on: **Wednesday 23rd June at 6:00pm**

If you have any general questions which you would like us to answer at this meeting, we would appreciate it if you could send them to the office in advance so that we can collate all queries and endeavour to answer as many as possible on the night.

'Home' Visits

This year we are again hoping to offer 'face-to-face' 'home visits' (provided restrictions continue to be eased according to the roadmap). This will be an opportunity to chat on a more personal level about your own child, share any particular needs they may have, and ask any individual questions. These 'family meetings' will take place during June / July and will last for approximately 15 minutes. Given the nature of the current situation, we will however also be offering 'virtual home visits' if you prefer. Information has been sent out in our Welcome Letter for families to express a preference as to 'when' and 'where' they would like this 'home visit' to take place. We will write to you individually to confirm timings of this visit once all the information received has been collated.

Nursery Visits

In June / July we will contact your child's current setting directly in order to arrange a meeting to handover vital information about your child. If restrictions allow, we will also visit your child in their current setting.

Classroom Visits

You are invited to come into school with your child in July and again in September for them to meet other children and see the classroom. In order to continue to facilitate safe visits with any ongoing restrictions, this term children will be welcomed into school in groups of 15. In September they will have the chance to meet together as a whole class prior to starting school the following week. At all points we will of course be reviewing guidance given with regards to any restrictions and inform you of any changes should they arise, but planned timings of these are as follows:

Friday 9 th July	9:15-10:15am: Surnames A-P 10:30-11:30am: Surnames Q-Z	During this time, children and parents will gather outdoors and are invited to join in with activities available. Families will then be encouraged to visit the classroom in groups of approximately 5 to explore the environment
Tuesday 13 th July	9:15-10:15am: Surnames A-P 10:30-11:30am: Surnames Q-Z	During this time, children are invited to explore the indoor classroom environment independently. If children are happy to stay alone, please take this opportunity to let them play by themselves and return to collect them at the end of the session. We ask that any parents who do remain on site stay outdoors due to ongoing school restrictions. Children who are needing more support to settle will of course be able to explore the Reception outdoor environment with a parent / carer.
Summer Holidays		
Friday 3 rd September	All children 2:00pm - 3:00pm	Teddy Bears Picnic and whole class 'story-time' session. Parents and children are encouraged to stay and play / meet other families who are starting Reception. Families are invited to gather outdoors for a 'Teddy Bears' Picnic' (children are welcome to bring along their own favourite soft toy). All children will be invited to join the class teacher in the classroom for songs / a story for part of the session.

Staggered Start

We operate a staggered start in September in order to give the children the opportunity to become settled in small groups before permanently joining a group of 30. This will help them to become familiar with their surroundings and school routines. We hold 'settling in' meetings between yourselves, the class teacher and the head teacher to share how they have been getting on and make arrangements for increasing hours over subsequent weeks. Children are split into 2 groups according to surname (see below).

Week 1	Mon 6th September - Friday 10th September Children start school in groups of 15	Children with surnames A to Pr (15 children): - Mornings: Monday and Tuesday 9.00am - 11.30am - Afternoons - Wednesday, Thursday, Friday 12.45pm - 3.15pm Children with surnames Pu to Z (15 children): - Afternoons - Monday, Tuesday 12.45pm - 3.15pm - Mornings - Wednesday, Thursday, Friday 9.00am - 11.30am
Week 2	Week beginning 13th September 2021 Whole class attends mornings and lunchtime 'Settling in' parent consultations in the afternoons	ALL Children - Morning session and lunchtime - Monday to Friday 8.45am - 12.45pm Children are partnered with a named Year 6 'buddy' for the lunchtime and overseen by a Reception class TA throughout the lunch play. - Afternoons - Monday to Friday 15 minute consultation appointment for parents with Mrs Clarke / Mrs Unwin and Mr Grey at school. We will ask you to sign-up for these appointments ahead of time. <i>N.B. Please bring your child with you to the appointment - the Reception class Teaching Assistant will work with your child on an activity for the duration of the appointment.</i>
Week 3	Week beginning 20th September 2021 Whole class attends	- From now on all children attend for at least the morning session and lunchtime 8.45am - 12.45pm - A full day is offered if your child is ready for it, otherwise one or two afternoons are offered and increased by one day each week until half term. This decision will be made by Mrs. Clarke and Mrs. Unwin in consultation with you. The school will work with you to achieve full time hours for your child by October half term.

Although it is not a legal requirement for a child to be in school until the term after they are five, the school works with parents, under the advice and guidance of Cambridgeshire County Council, to usually achieve full-time attendance by the end of the first half term. We recognise that this transition period may take a little longer this year for some children and so we will discuss with parents on an individual basis if they wish to continue to attend on a part-time basis for a longer period. We want all children to settle happily and successfully into school life and will work closely with you on this important matter.

Attendance and Punctuality

The school is keen to encourage the habits of good attendance and good punctuality. Parents have a 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 (from Week 2 onwards). This helps not only staff but the children as well. If the gate is closed, please report to the office to sign your child in as late. A member of staff will then accompany them to the classroom. Children are encouraged to say goodbye to their parents at the classroom door (this avoids over-crowding in the classroom and also ensure a covid-safe environment). If children need more time to settle the outdoor environment can be used to support this. Parents and carers are encouraged to leave once their child is settled.

N.B. Timings in Week 1 will vary slightly due to our staggered start.

Collection

Dismissal is at 3.15pm from the Reception gate. Staff will carefully match you up with your child. If any other family member or friend is collecting your child, please alert us to this at the door when you drop off your child and we will record it on our daily information sheet, so that we can ensure a safe collection at the end of the day. We will not hand over your child to anyone else unless we have your written permission at the beginning of the day or receive a telephone call from the parent to the school office that changes this instruction during the day.

The children will always be dropped off and collected at the Reception door / by the Reception gate. In the early weeks, when children are part-time, if you arrive early, we would appreciate it if you could please wait until a group of parents has gathered at the green gate in the car park before pressing the buzzer. Thank you.

Illness and Absence

Please telephone or email the school first thing in the morning if your child is absent from school due to illness. Children with sickness or diarrhoea should stay at home until they have been clear of symptoms for 48 hours. More information about absence can be found on our website.

Contact Details and Medical Information

Please ensure that you have completed the contact details for your child and returned to the 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 that you have discussed these with your child's class teacher as well as writing all the relevant information on the contact forms.

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. These will need to remain in school at all times.

Clothing

School uniform can be ordered via the school office. Children are required to wear:

- red school sweatshirts embroidered with the school badge
- white polo shirts
- black shoes (suitable for running around and easy to get on / off)
- white socks
- charcoal grey trousers or shorts / skirt, pinafore or red and white checked dress

A PE kit is not necessary until after October half term. At that point, your child will need:

- navy shorts
- a House T-shirt
- sweatshirts and joggers / leggings are also optional during colder weather (in the winter PE sessions will start indoors)
- a change of footwear is required for PE, e.g. plimsolls. Please make sure that your child has shoes that they can take off and put on again themselves - Velcro fastenings are ideal for small children.

You will be informed which House your child will be in in the first half of term so that you will be able to order this before October half term.

The PE kit should be stored in a named drawstring bag. Please note that we cannot accept rucksacks, as they do not fit on the children's pegs.

Other Essential Equipment

- Wellington boots will be necessary for use in the mud kitchen and the meadow areas - these must be named and left at school to be stored on the welly boot stand.

N.B. Waterproof dungarees are provided by the school.

- A book bag is necessary to transfer reading records and reading books / any letters from school / art work. These are stored in the children's trays. These can be ordered from the school office.
- A warm, waterproof coat. We work and play outside in all weathers so please ensure that your child always has a coat in school.
- Hats / scarves / gloves / sunhats. Please ensure that your child has the necessary equipment to help keep them warm / cool outdoors in all weathers.

Books bags, sweatshirts, polo shirts and house T-shirts can be ordered from the school office.

An order form is included in your New Pupil Pack.

N.B. It is not essential for sweatshirts, cardigans and polo shirts to have the school badge, but red and white should be selected to be in line with the rest of the school.

Jewellery should not be worn in school (except for stud earrings. These should be removed on PE days).

PLEASE ENSURE THAT ALL CLOTHES ARE MARKED WITH YOUR CHILD'S NAME!

School Meals

Children are given a school lunch, which is cooked on the premises. This is funded by the Government. If children really do not like these (this is rare) they are able to bring a packed lunch. It is essential that when you drop off your child, you select which lunch choice your child would like (including packed lunch) and tick his / her name in the appropriate column on the list outside the Reception Class every morning.

If your child does bring a packed lunch to school, please note that fizzy drinks, sweets and chocolate bars, nuts and nut products are not permissible in your child's lunch box. The school operates a Nut Free policy, due to the severe allergies of a number of children on site.

Morning Snack

All EYFS/KS1 children receive a free piece of fruit provided by the National Schools Fruit Scheme. Please send a named bottle filled with water, not juice, to school for your child. This will be kept in a designated tray and children are able and encouraged to access it during the day.

A Typical Day in Reception

Once all the routines have been introduced and established, children can expect to follow the timetable below:

8.45 Settling in time

8.55 Classroom activities (inside and out in the Reception classroom and garden)

10.00 Run / Outdoor Playtime (in the main playground)

10.30 Fruit and water

10.45 Classroom activities (as above)

11.40 Lunch in the hall followed by play outside (supervised by the Lunchtime Team in the main playground)

1:00 Afternoon registration / Collective Worship (once we start attending)

1.30 Classroom activities (as above)

2.45 Home time preparation

3.00 Story

3.15 Home

Parent Helpers

Once the children are settled into school routines, parents/carers are welcomed into the classroom to assist with a variety of activities on a regular and ad hoc basis. Please let us know if you have a particular skill that you would be willing to share. Please note that all parents / volunteers will need to undertake the enhanced DBS checking process and attend a 'Volunteer Helpers' Induction **before** starting to work in the classroom. Please contact the school office as soon as possible to get this process started.

Preparing for School

Included in your pack are various pieces of information to help you prepare your child for school. The 'All About Me' booklet and 'My Road to School Map' provide useful information about the way your child learns and your child's skills. Please complete them with your child and return them to us at your home visit (or send them to us if you are attending a virtual home visit)

Further information about preparing your child for what to expect in September and the Early Years Foundation Stage Curriculum will be shared in our Virtual Parents' Induction Evening.

We very much look forward to working in partnership with you to support your child's learning.

Chris Grey (Headteacher)

Kirsty Clarke and Jenny Unwin (Reception Class Teachers)