

# **Ark Globe Academy Primary**



**Reception Information  
Booklet for Parents & Carers  
September 2022**

## Welcome to Ark Globe Academy Primary

We want your child to feel confident, happy and secure when starting school and we hope this information booklet answers any questions, worries and fears you may have so that you too feel confident when your child starts school.

### What is the Foundation Stage?

This first key stage of learning is the Early Years Foundation Stage (EYFS) for children aged birth to five years and it has its own curriculum. This includes Nursery and Reception. The Foundation Stage makes a crucial contribution to children's early development and learning. It is the time when the groundwork for each child's learning is established and many early skills are developed.

We provide children with a rich variety of learning experiences that are appropriate to their needs. The Foundation Stage is about developing key learning skills such as listening, speaking, concentrating, persistence, physical motor skills, solving problems using trial and error, sharing with others and learning to work and co-operating with others. There are seven areas of learning that make up the Foundation Stage Curriculum:

### Three Prime Areas:

- **Communication and Language** – children develop skills and confidence in speaking, listening and understanding in a range of situations.
- **Physical Development** – children develop their co-ordination, control, and movement through being active on a large scale (gross motor skills) as well as a smaller scale (fine motor skills).
- **Personal, Social and Emotional Development** – within clear boundaries children build positive relationships, develop social skills and respect for others and manage their own feelings and behaviour.

### Four Specific Areas

- **Literacy** – through the daily phonics lesson (Read, Write Inc.) children link sounds and letters and begin to read and write. In addition, there is a daily literacy lesson and planned opportunities for reading. Fine motor skills development and handwriting are also formally taught and practised.
- **Mathematics** – through the daily maths lesson (Mathematics Mastery), pupils are taught in short chunks of whole class teaching and focused maths experiences and during the afternoons, maths meetings which include conversations about number, 'everyday' maths and oral rehearsal of number sequences and patterns.
- **Understanding the World** – finding out about the past and present, the natural world around them and people, culture and communities.
- **Expressive Arts and Design** – exploring a wide range of media and sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Children in the Foundation Stage need to experience things in a wide variety of contexts and as such, the outdoor learning environment is a large part of the curriculum. Activities across all areas are planned for to allow children the opportunity to develop holistically and grow as individuals.

Every child has the opportunity to experience situations first-hand through a mix of both play and structured activities. All adults involved in the children's learning keep records on the children's experiences and this feeds into all assessments. These records are kept in online learning journals - EExAT (Early Excellence Assessment Tracker) and show the children's progress over the year. Parents/carers are also able to contribute to EExAT with any learning that takes place at home.

We encourage reading, communication, and mathematical skills from the very beginning. Reading is taught through a structured phonics scheme (Read, Write, Inc) supplemented with a wide range of other books. We encourage parents/carers to work with their children at home by listening to them read on a daily basis, asking questions about what has been read and recording thoughts in their reading record.

We are always pleased to discuss ways in which parents/carers can help their child at each stage of their development.



### **Reception Classes**

In the Reception classes we work closely with our Nursery; regularly meeting to discuss topics and curriculum matters.

Our classes are named after mathematicians:

**Pascal Class**

**Thales Class**

### **How long will they stay in a Reception Class?**

The children will not move to the next year group (Year 1) until the following September after starting school.

## Who are the staff in the Foundation Stage?

**Early Years Phase Leader:** Ms Ruksana Shah

### Reception Teachers:

**Pascal Class:** Ms R. Shah (Early Years Leader and Class teacher)

**Thales Class:** Ms J. Carpenter (Class teacher)

The children will also have contact with lots of other staff but will include:

<b>Primary Principal:</b>	Ms S. Colburn
<b>Vice Principal:</b>	Ms H. Parsons
<b>Assistant Principal Inclusion:</b>	Ms A. Kenshole
<b>Art Teacher:</b>	Mrs P. Sanders
<b>Sports Coach:</b>	Mr Malachi



## Nursery to Reception

### What are the transition arrangements?

Pupils who attend our Nursery and will be starting in our Reception, will visit Reception during their Nursery sessions. The Reception teachers will also visit the Nursery children at play and story times so the children can become familiar with their new teachers.

Face to face meetings with our families and their children will take place in early July. This short meeting will be a chance for us to find out more information about your child as well as discussing any worries that you may have. We will also be organising 'Stay and Play' sessions so the children can see each other prior to September 2022.

Reception pupils will all start on Tuesday 6 September 2022.

### **What do I do when I bring my child in the mornings?**

The school red gate opens at **8:25am** and you can bring your child to line up outside their classroom door where the class teacher and co-teacher will be ready to receive the children. Please say your goodbyes quickly, even if it seems really hard and the children are reluctant to leave you. For the first few days in September, we are happy if a parent/carer takes their child into their classroom to settle them.

All members of the Strategic Leadership Team are on duty in the playground and are on the gate from 8:25am. The primary gate closes at 8:35am and if your child arrives after this time they are classified as late which is then recorded in our registers. Any child who arrives after 9am will receive a U code which counts towards absence. If punctuality becomes a recurring problem, it is then referred to our school Attendance Officer.

At the end of the day, the gate will open at **3:25pm** and you will be able to collect your child from their Reception classroom door. Please try to be on time as children can get upset if they think you might not be picking them up.

### **What happens if my child is late for school?**

If you arrive after 8:35am, your child will need to enter school via the Primary office. Always let us know if your child is unwell and absent from school. Punctuality to school is very important so children do not miss out on key learning which often takes place at the start of a day.

### **What do I do when it is not the usual person collecting my child?**

If anyone other than the usual adult is going to collect your child, please notify the school office as soon as possible. We will not hand your child over to anyone who we are not authorised to.

### **What uniform do I need to get for my child?**

The children will need to have **black leather shoes** (no boots please) and outdoor coats that they are able to fasten and unfasten themselves. We encourage independence at all times.

We would also like all Reception pupils to bring in **wellington boots** (name them please) which will stay at school.

Children are **not** allowed to wear jewellery, make up or nail varnish at school and children with long hair should wear it tied back as much as possible. Hair colour must be natural colours only.

Please ensure all your child's belongings (book bags, clothing, shoes etc) are **named** with their full name. School uniform and PE kit is available from White Hall Clothiers.

### **School uniform is:**

#### **Girls**

White polo shirt  
Black v-neck school jumper or school cardigan  
Black skirt or pinafore dress and black tights /white socks  
Yellow checked summer school dress and white socks  
Black trousers  
Black leather shoes - no boots or fabric shoes please  
Black or white hijab (no sparkles please)

#### **BOYS**

White polo shirt  
Black v-neck school jumper  
Black trousers / shorts  
Black leather shoes (trainers or shoes with a sports marking ie Nike tick are **not** allowed)

Every child will need a warm, waterproof coat as the children will go outside every day.

Please also provide a school-book bag for every child which must come to school every day.

**PE Kit**

White PE polo shirt

Black round neck PE jumper

Black jogging bottoms / leggings / shorts

Trainers (no plimsolls please as these fall off easily)

PE bag

On PE days, pupils must wear their PE kit to school.

**Please ensure everything is labelled – shoes and trainers too!**

If your child loses an item of clothing or property and is unable to locate it in the classroom, please look in the lost property box located outside in the playground. We discourage toys to be brought to school due to the fact they become lost or broken, unless they are linked to 'show and tell' or a class topic.

## During the day...



### Will my child need a snack?

We provide a healthy snack (fruit) each day in the Reception class continuing the practice of the Nursery. The fruit and vegetables are provided under the 'School Fruit and Vegetables' scheme introduced by the government, which provides a piece of fruit or vegetable for each child in Foundation Stage and KS1 free of charge. Water is freely available to all pupils and each class has a water fountain outside their classroom.

### What happens at lunch?

All Primary aged pupils in Southwark are provided with a free, hot school lunch and the majority of pupils have a school lunch. Menus are displayed on the school office window and are in a 3-week cycle – they will also be on our school website.

Lunch for our Reception pupils is 11:50am to 1:00pm. They are taken to the dining hall by their class teacher and co-teacher who will help the children get their lunch and cut it up if needed. A wide choice of food is on offer (including vegetarian and halal food). Water and/or milk is also available. Please ensure your child is able to eat independently with a knife, fork and spoon.

However, if your child does not like the lunches, pupils can bring in the own packed lunch. Please be aware that fizzy drinks, sweets, crisps and chocolate are **not permitted**. We are also a 'nut free' school due to a number of pupils with severe allergies.

Once the children have finished their lunch, they go into the playground which is supervised by our co-teachers.

### What do I need to do if my child needs medication?

All medicines are held in the office including any inhalers. Should your child need medication for whatever reason, a consent form must be completed. Please ensure you inform the class teacher if medication is to be taken as they will take the child to the office for it to be given.

## **What happens if you want to take your child on a holiday in school term time?**

No holiday unless in exceptional circumstances will be authorised by the school.

Any that are taken will be shown on your child's absence reports as unauthorised absence. We work closely with our Attendance Officer to ensure pupils attend our school every day.

Overlapping holidays with the beginning of term also has a negative impact on children as during the first half term of starting school or starting a new class important friendships are made. Continuous sporadic absence also seriously affects children's ability to make and keep friends as they are often not around to play with.

## **Reception Curriculum**

### **School Day:**

<b>8:30am</b>	Start of the Day / Lessons start
<b>10:30am</b>	Outdoor Play
<b>11:00am</b>	Lessons start
<b>11:50am</b>	Lunch
<b>1:00pm</b>	Afternoon lessons start
<b>3:30pm</b>	End of the school day

## **What will my child be doing at school?**

Your child will have daily Phonics (Read, Write Inc.), English and Maths lessons. These will be in the morning. Other areas of the curriculum are taught in the afternoons through 'Discover and Do' sessions.

Much of the curriculum is organised in topics – our Autumn 1 topic is 'All About Me'. During their time in school some of the children's learning will be structured play as it is in the Nursery. There will also be periods of teacher directed learning.

## **Self-registration**

When the children come into the classroom, they will find their own name from a table and will add it to the registration board. This is to help them recognise their name and also to let staff know children are in school. We will also register them ourselves. Please encourage the children at home over the summer to recognise, read, write and spell their name.

## **Will my child take reading books home?**

Your child will start bringing picture books home to practise storytelling. Then when they can recognise and sound out some words we will introduce reading books. Lots of reading together at home helps children achieve well in literacy in school. Your child will be given a reading record and we would like you to read the book with your child and discuss what is happening, perhaps asking some questions. The child's reading record should be signed and dated every day. Please add comments when your child has read their book and return book bags daily. Please see your child's teacher if you have any queries about your child's reading.

## **Will my child have homework?**

All Reception pupils will have homework. Reading is expected every day at home. Other homework is sent home on a Tuesday and it is expected back in school on a Friday. Pupils will have a homework folder.

### **Will my child need a book bag?**

Your child needs to keep their reading books and 'reading record' in a book bag – please don't forget to check the book bags regularly for letters and messages. Pupils' work is often sent home as well as homework.

### **Assessment**

We make regular assessments via observation in adult-directed and child-initiated learning. The assessments form the Foundation Stage Profile, which is submitted to the Local Authority in the final term of the academic year.

### **Digital Learning Journals**

Our online learning journals are the fundamental way we record your child's progress through the Foundation Stage and we complete these digitally. As part of the ongoing process we record and notate observations, achievements and photographs. Following an EExAT (Early Excellence Assessment Tracker) workshop in early September, we ask you for your contribution to the digital journals, by writing about your child's achievements at home – for example if they have achieved something special.

### **What should I do if I am worried about my child?**

It is always better to sort out any problems sooner rather than later. In the first instance make an appointment to see your child's teacher, or secondly the Early Years Leader – Ms Shah - who will always be happy to discuss any problems. The time available before school is limited and hectic so issues are better addressed at the end of the school day.

During the year there will also be occasions when parents/carers are invited into school to discuss how their child is progressing.

If you wish to discuss any matter with the Primary Principal, please ask at the school office or speak to Ms Colburn. She is always on the red gate before school and at the end of school.

### **Do you offer before and after school provision?**

Unfortunately, at present, we are not able to offer a breakfast club or an after-school club.

### **How can I get involved with my child's school?**

The teachers are always looking for parents/carers to help them in their classes and feel it is a very valuable experience for all. If you could spare a couple of hours each week, please let the school know. We will help with the DBS process.

You can also help from home and we are always grateful to parents/carers who save materials to be used in art and craft work, e.g. buttons, yoghurt pots, corks, lids, shiny bits, foil, ribbon, wool, small boxes, material, cardboard tubes and anything else you think will be useful (please - nothing too big as storage is a problem).

## How can I help my child at home before they start Reception?

Please find below a list of things that will really ensure your child is able to have the best possible start to their Reception year. Adults are available to help but please bear in mind there are up to 30 children in each class!

- They should be able to independently get dressed and undressed before and after PE
- Pupils need to be able to independently put on and take off their coat
- Ensure your child can eat independently with a knife, fork and spoon
- Go to the toilet on their own, wipe their own bottom and wash their hands
- Recognise, read, write and say their own name and letters of the alphabet
- Recognise and say the numbers 1 to 20
- Recognise different shapes – triangles, circles, squares, rectangles

We hope this booklet has answered many of your questions about your child starting school. We would be pleased to hear feedback about the pack and suggestions for the future.

For further information, please refer to the handouts or school prospectus in this pack or which are available from the school office or speak to any member of staff.

Thank you for taking time to read this information and we look forward to welcoming you and your child to Ark Globe Academy Primary in September 2022.

