



Clifton High School

co-educational nursery pre-school to sixth form



Information

Reception

The Diamond Edge Model



Realising Individual Brilliance

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.
Registered in England as a Limited Company No. 11701. Registered office as above. Registered as a charity.



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Dear Parent,

Welcome to Clifton High School. We are very excited to be welcoming your child to our Reception Class and working in partnership with you throughout the year. We realise the significance of moving from Nursery to School which is why we ensure the transition is smooth and positive.

Your child has lots of new things to learn when they start Clifton High School and they will be given many new opportunities to prepare themselves for this new and exciting journey. If they have attended The Hive they will already be familiar with members of staff as well as the routine of Clifton High life, however, do not be surprised if your child is a little tired to begin with, this is perfectly normal. They do, however, settle very quickly and with ease.

In order to enrich our broad and creative curriculum, your child will enjoy extensive use of our outstanding facilities, including: bespoke, newly refurbished classrooms, swimming pool, sports areas, STEM room, Food Technology Room, Music Room, Outdoor Classrooms, Gymnasium and Library. We are very proud of the exemplary standards of our teaching and resources which enable our children to learn in the very best environments.

During their time at Clifton High School, your child will enjoy an enriching experience through lessons, sport, music, educational visits and fundraising events. They will have a physical activity each day: Swimming, Gymnastics, Adventure, Dance and PE. I know that your child will have a fulfilling first year with us and we look forward to welcoming all our new pupils and their parents in September.

Yours faithfully,

Mrs Sarah Barker
EYFS Leader

"It is clear how much time and careful thinking has gone in to creating this space for the Reception cohort and how trusted the team have been to create an environment which keeps EYFS principles at the heart"

QIF Inspection, April 2021





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Preparing Your Child For School

A child's ability to learn is paramount to their enjoyment and achievement during school years. Evidence suggests that this ability to learn is more dependent on personal, rather than intellectual, qualities. The personal qualities that enable a child to experience a good start to School are: self-confidence, listening, curiosity, co-operation, sociability, independence and positive attitudes.

As parents, there are a number of things you can do to help your child develop these qualities:

- Ensure that you are always positive when talking about School. If you are enthusiastic and confident then your child is likely to be too
- Avoid negative associations with the School, e.g. "You'll get into trouble at School if you behave like that."
- Boost your child's confidence by praising the things they do well and encouraging them to keep trying at the things they find more difficult
- Avoid putting unnecessary pressure on your child with unrealistic targets, e.g. a child is not expected to be able to write his/her own name when they start School

There are many useful skills you can practise to help your child become independent and confident:

- Putting on his/her coat unaided, including fastening and hanging it on a peg
- Changing into and out of school uniform, swimming costume/trunks and PE kit unaided
- Taking shoes and trainers on and off, and fastening them unaided
- Eating a small snack including opening all boxes and packages (note: please only provide healthy, non-messy food for snack times, that do not contain nuts)
- Eating a cooked meal using a knife, fork and spoon appropriately
- Being fully toilet trained during the day, including wiping his/her own bottom
- Controlling temper when frustrated
- Taking turns in games
- Sharing his/her toys with another child
- Listening to other children who speak to him/her
- Separating from you and other carers without tears
- Answering a question put to him/her by adults
- Telling his/her name to another child or adult

Learning to be independent is very important and will foster confidence in your child.





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School Induction Process

Throughout the year, prior to your child entering Reception, there will be a number of short induction sessions. The Registrar and Admissions Managers, will inform you about these. Then, in the second half of the Summer Term, before your child is due to join us, you will be invited to a Parents' Welcome Evening. This is a wonderful opportunity for you to talk to class and specialist teachers ahead of your child's arrival in Reception as well as socialise with other parents and familiarise yourself with your child's new classroom.

The First Day

It is helpful to talk your child through what will happen on their first day and prepare everything the night before. The usual policy is to distract children with a no-nonsense, no-fuss approach. Please feel confident about leaving your child with our staff; they are used to re-assuring children who feel nervous and most children will settle quickly, especially once Mum or Dad have moved out of sight. However, should there be any tears, staff will ensure you are contacted to assure you that they have settled.

Each morning, please ask your child to wash their hands in the sinks provided. They will then walk into the building with their teacher on their own.

The First Term

It is important to understand that your child is absorbing a huge amount of information in these early weeks of School. They are coping with long days away from home, learning new routines in a new environment, making friends, learning names, practising individual tasks, as well as studying the curriculum. Larger quantities of food and earlier bedtimes can make all the difference in these early weeks.

Buddies

On starting Reception, each child will be paired with a 'buddy', who will help them to settle into school life. This grants children a sense of security and reassurance, enabling them to build their confidence, as well as fostering the atmosphere of community for which Clifton High School is so highly regarded.





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Early Years Foundation Stage at Clifton High School

At Clifton High School we recognise the many benefits of small class sizes. Class teachers are responsible for the day-to-day care of the children and are assisted by teaching assistants, enabling a very advantageous pupil: adult ratio. This ensures that the children's talents and interests are realised and encouraged.

During their year in Reception, children will progress through seven areas of learning ready to begin the Year 1 curriculum. These seven areas of learning are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Expressive Arts and Design
- Understanding of World Development
- Mathematics
- Literacy, including Reading and Writing





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Extra-Curricular Activities

In addition to academic excellence, children's strengths in drama, music and sport are nurtured. At the end of the Autumn Term all Reception children are involved in a musical play which they perform, with great enthusiasm, to parents in the Main School Hall.

Weekly 'Adventure'

Adventure is a highly successful programme whereby learning moves outdoors, and children eagerly get involved in experiments and activities which have been carefully devised to develop their seven areas of learning. Activities have included making bird feeders from plastic bottles, collecting and planting acorns, and creating a hedgehog nest which the children monitor to see if anyone had moved in!

Our pond can be studied under supervision and our new 'Mud Kitchen' offers opportunities for imaginative role play and social interaction. The broad and exciting range of activities enable the children's learning to progress whilst also providing a stimulating and ultimately enjoyable learning experience.

Adventure is taken off-site each half term too! We travel by school minibus to the Mendips to explore the farm, the beach, the forest, the meadows and even partake in some tobogganing too!

Educational Visits/Outings

Excursions to the local area are designed to help the children acquire a basic understanding of our traditions, the natural world and the importance of other cultures. We are also very fortunate to have safe and secure access to Worcester Terrace Gardens, just across the road from the School.

Your child's termly calendar will list major visits scheduled to take place over the coming term. A signed Consent Form will be required at the beginning of the school year, after which you will be contacted regarding details of each outing.





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Daily Routine

School Starts

School starts at 8.45am, although children are encouraged to arrive at least 10 minutes before this time to allow them to settle into the day.

Children who arrive after 8.50am should report to the School Office before joining the class so they can be registered centrally.

Morning Break

Morning break time is at 10.10am. During snack time, milk is provided for children. If you do not wish your child to have milk, please inform your child's class teacher. Children should bring a drinking water bottle and a small snack into School each day to eat. As a School, we encourage a healthy snack. Ideas include: fresh apple slices; carrot batons; mini bread sticks; a satsuma; rice cake; mini Babybel. We request that you do not give your child any product that contains nuts or traces of nuts.



Lunch

Lunch takes place from 11.50am – 1.15pm. Children enjoy healthy and varied school lunches cooked on the premises by our in-house catering team. Our lunch menus reflect seasonality and we aim to provide freshly prepared food of high quality. We encourage our pupils to appreciate a balanced, varied, diet and provide them with the opportunity to sample different foods. A traditional dessert is offered each day such as crumble, pie, milk-based pudding, flapjack or cake; fresh seasonal fruit is always available. Menus can be found on the school website

Special Diets

Parents of children who have allergies to any food product or who have special dietary requirements should notify the School of this on the provided Medical Form so that the kitchen can endeavour to provide suitable meals. You should also inform the School if your child subsequently develops any intolerance to any food.

Visit our website for more details: www.cliftonhigh.bristol.sch.uk/Lunch

School Ends

School finishes at 3.30pm and parents are asked to wait outside, behind the black metal gates in the Infant Playground. Your child's class teacher will shake their hand and hand them over to you once eye contact has been made. Children will only be released to persons for whom written or verbal permission has been given.





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Before and After School Care

Before School

Early Birds Club

The School is open from 8.00am and children can be taken to the Rose Theatre to attend Early Birds Club where they will be registered by teaching assistants. We have a number of quiet, fun activities they can take part in to keep them happy and occupied before School starts. At 8.30am they will be taken to their classrooms to join their class teacher.

Children must be registered in early Birds by 8.20am. Thereafter, children should wait in the playground with a grown up to then enter school at 8.30am.

After School

Late Room

Clifton High School offers a Late Room from 3.30pm – 4.05pm. If you would like your child to attend Late Room, please email your class teacher. Children should be collected from the Nursery Classroom in Woods House before 4.05pm. This is primarily in place for parents who may have an older child in the Senior School where the school Day finishes at 4.05pm.

After School Activity Club

After School Activity Club (ASAC) runs from 3.30pm to 6.00pm and is for children from Nursery School to Year 5. ASAC is located across three spacious well-equipped rooms and caters for boys and girls with different energy levels and homework tasks at the end of a busy day. Each room is allocated: one offers a programme of planned indoor activities, another is for children who wish to relax and watch television, whilst another is a designated quiet homework zone. Further details will be sent to you in the ASAC booklet.

See our website: www.cliftonhigh.bristol.sch.uk/Wrap-around-Care





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Safety

The safety of the children is paramount. School policy is that children do not go in or out of the school grounds without close supervision by staff. Please help us by ensuring that children in your care are supervised on school premises. For health reasons, dogs are not allowed on the school premises and the School and grounds are 'No Smoking' zones. The School's Child Protection and Safeguarding Policies, including its policy for the Safer Recruitment of Staff, are available for parents to view on our website. Our outdoor facilities are there for the children's learning and enjoyment between 9.00am and 3.00pm and can be used under the supervision of Clifton High School staff during the school day.

Bullying is not tolerated at Clifton High School in any form as outlined in our Anti-Bullying Policy which can be found on our website. Pupils are told that any action designed to hurt or intimidate is considered bullying and will be dealt with swiftly.

See our website: www.cliftonhigh.bristol.sch.uk/Policies

Drop-off and Pick-up

Please wait in the Reception-Year 2 playground until doors open at 8.30am. At the end of the day, please wait at the top of the steps that lead down to the Reception classrooms. Your child's class teacher will shake your child's hand and release them to you once you have made eye contact. If an adult other than a parent is to collect your child, please let the School know in advance. Please note that if you wish to drive to School, you are entitled to 30 minutes free parking with a ticket from the parking meters.





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Home and School Links

The key to a happy relationship between home and School is effective communication.

Every effort is made to keep you informed of your child's development and activities. End-of-term reports, Parents' Evenings and your child's EYFS Profile also help to strengthen communication between home and School.

Homework

Spelling homework is given to each child, beginning in the Summer Term. Daily reading and phonic work are essential both at home and School and parents are encouraged to support children with their homework and reading each night. The 'Sound Folder' informs parents of which areas are being focused on in class. Children are also welcome to bring in materials from home to support topics.

Handwriting

In Reception, children are taught to write in the style below, which is described as pre-cursive script. When they write at home we ask that you encourage them to use the same style.

Lower case letters:

a b c d e f g h i j k l m n o p q r s t u v w x y z

Capital letters:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Twice Yearly School Reports

End-of-term written reports are sent to parents in December and July to formally update you of your child's progress. Twice-yearly Parents' Evenings are held in Autumn and Spring when you have the opportunity to speak to the class teacher and are able to view your child's work. We also offer drop-in-drop-off sessions during the year for parents. In addition to this, the class teacher and teaching assistant are available each morning and at the end of the day if you wish to speak to them informally.

EYFS Profile

Throughout the year, your child's Early Years Foundation Stage Profile is completed by the class teacher. Parents are invited to discuss these with the class teacher at the end of the school year.





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Tapestry - online learning journal record

All children attending Clifton High School in Nursery and Reception have a personal on-line Learning Journey which records photos, videos, observations and comments. In line with the Early Years Foundation Stage, it enables us to build up a record of your child's experiences during their time with us. The programme we use, 'Tapestry', is hosted in the UK on secure servers. You will have secure access (via an email address and issued password) to your child's Learning Journey. In addition to viewing our contributions, we encourage parents to add to it by uploading their own photos and comments of their child's experiences and development, which can offer thoughtful starting points for discussions between your child and the class teacher.

What are the benefits to parents of having access to an online learning journal?

First and foremost, it promotes a strong partnership between Clifton High School and you, our parents. The programme means you will have immediate access to your child's learning in School as well as allowing you to upload your own observations from home. Other family members, such as grandparents or older siblings who have left home, are also able to access it using your login. The programme is very user friendly and an app is available to download for those with a smart phone. Parents are invited to a Welcome Evening in the first weeks of term and will be shown how to use Tapestry. You are always welcome to ask your child's class teacher for further guidance.



It was an absolute pleasure to spend the afternoon talking about the fantastic practice in Reception at Clifton High School. It was particularly exciting to hear about your new environment and how this is shaping your continuous provision and opportunities for children.

QIF Inspection, April 2021





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Uniform

Clifton High School children are expected to dress smartly and appropriately, in line with the uniform code. Our pupils are ambassadors for our School and the way they dress is a reflection on our School. Having the correct uniform and sports kit also ensures pupils are always prepared and ready for the variety of activities on offer every day at Clifton High. Children in Reception are expected to wear full Clifton High School uniform and the appropriate Clifton High sports wear. Our pupils take pride in their uniform and we are grateful to parents for ensuring that high standards are maintained.

On the days where your child has PE, they are to wear their PE kit to and from School.

See our website: www.cliftonhigh.bristol.sch.uk/Uniform

The majority of school uniform is obtained via "School Blazer" www.schoolblazer.com

Naming and Labelling of Clothes and Equipment

Please ensure all of your child's items are clearly named. The School cannot accept responsibility for the loss or damage to personal items belonging to pupils or parents. Parents should ensure that their personal home and contents insurance cover these items.

Children are requested to take all their belongings home with them at the end of the day on Friday so that you can check that your child has all the correct kit, wash it if necessary and return any items belonging to other children which may have inadvertently slipped into the wrong bag, for example while the children were changing from PE.





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Medical Facilities

The School has a fully equipped First Aid Room where staff can treat minor cuts and bruises. Along with the School Nurse, trained members of staff are qualified to administer First Aid at School. All staff dealing with First Aid for EYFS children hold a Paediatric First Aid Certificate.

If medication of any sort needs to be taken by a child during school hours, a Medical Information Form must be completed by parents, giving instructions and permission. A copy of this form is available from the School Nurse in the Medical Room.

If your child has received First Aid treatment during the day you will either be emailed or your child will bring home a "bump" note. If more extensive treatment is required, the School will immediately contact parents.

Illness

It may be necessary to keep a child away from School if they are unwell. When a pupil is absent from School due to illness, the School should be informed either by e-mail, absence@cliftonhigh.bristol.sch.uk; telephone, 0117 9730201; or letter. Similarly, absence from games, PE, or playtime due to illness or injury should be accompanied by a letter from home. If a child is to be absent for another reason, permission should be obtained in writing from the Head of School: head@cliftonhigh.bristol.sch.uk

We would be grateful if parents adhered to the following, for the benefit of their children and to protect others:

Sickness and Diarrhoea – Children should not be at School at least **48 hours** after last symptoms

Chicken pox – Children should not be at School until at least **five days** from the appearance of the rash or until vesicles have crusted over

Measles – Children should not be at School until at least **four days** from the appearance of the rash

Mumps – Children should not be at School for **five days** after onset of swelling

German Measles – Children should not be at School **six days** from the onset of the rash





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The School Counsellor

Our school counsellors provide an invaluable support and counselling service that is an integral part of the pastoral care system for which Clifton High School is known. Whilst some children take growing up in their stride, others may find the changes more difficult, be it in their own physical or emotional development or due to the higher expectations they face. Domestic, personal or family problems can also be cause for concern for some children. Our counsellors are fully qualified and experienced in dealing with issues such as bereavement, family breakdown, depression and bullying. Any child in School can make an appointment to see one of our counsellors and in Reception a parent can also request that their child visit one. The service is completely confidential and meetings take place during the school day.

Sun Protection

During the summer months we encourage parents to apply a long-lasting high-factor sun screen before School. Parents may also send sun screen in with their child, which the child can then apply themselves. Children are also expected to wear a sun hat/cap when outside in sunny weather.

Clifton High School Parents' Association

The Clifton High School Parents' Association (PA) is a sociable, active and enthusiastic body. Its goal is to make an effective contribution to our School through the multitude of social events that it organises, such as the Nursery to Year 6 discos, Parent Quiz and social evenings, School Fairs and Fundraising Events. The PA also supports school activities by providing helpers for school events.

- All Clifton High parents are automatically members of the PA and are welcome to all meetings, including the AGM
- The PA Management Committee is made up of the Chair, Vice-Chair, Secretary, Treasurer and Class Representative Liaison. These people are elected at the AGM each year
- Alongside this, the PA is made up of a team of enthusiastic volunteers who provide hands-on support for the successful PA events that happen throughout the year

If you are interested in becoming a PA volunteer or wish to contact them, please email: CHSPA@live.co.uk





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Contact Us

Starting School is a big step and we hope that this information will provide a useful guide to life at Clifton High School for you and your child. We look forward to welcoming your child in September. If you have any questions, please contact Rebekah Malven, Registrar and Admissions Manager, either by telephoning her direct line 0117 9339087 or email: admissions@cliftonhigh.co.uk

For general enquiries, please contact the School Office and a member of staff will be happy to assist you.

Contact Details

Please see our website: www.cliftonhigh.co.uk/Welcome-Parents

View 'Our Parents' pages to find information such as term dates, email addresses, copies of letters, calendar, clubs, fees, Parents' Association and policies.

Admissions: 0117 933 9087 or admissions@cliftonhigh.co.uk

School Office: 0117 973 0201 or schooloffice@cliftonhigh.co.uk

Finance: 0117 973 3853

Fax: 0117 923 8962

Reception class teacher Miss Mullholland: cmullholland@cliftonhigh.co.uk

Notification of absence: absence@cliftonhigh.co.uk

After School Activity Club: asac@cliftonhigh.co.uk

