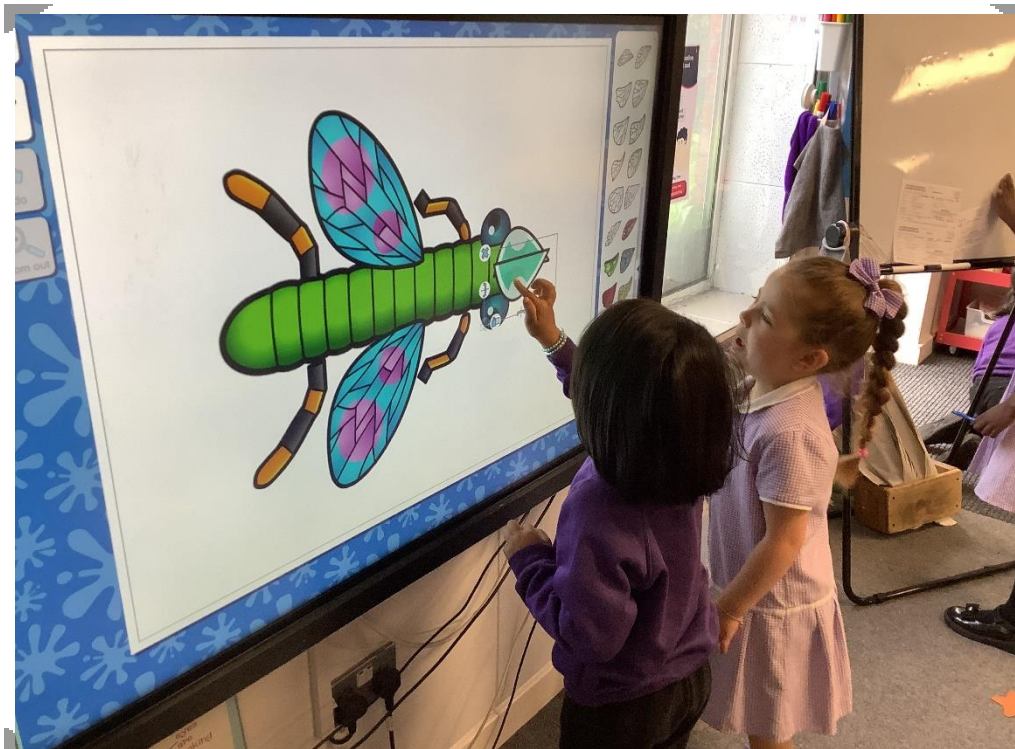


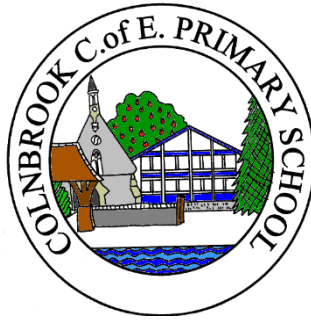
RECEPTION CLASS PARENTS' HANDBOOK

2023/2024



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Welcome to Colnbrook Church of England Primary School.

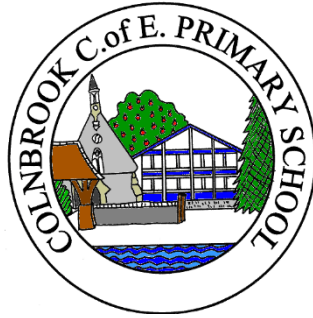
Starting school is an important time in every child's life. I am delighted you have chosen Colnbrook Primary and I look forward to working with you over the coming years as your child grows and develops.

We want our children to get the best start to their school lives and ensure they are comfortable in their new environment. Our excellent Early Years team are highly skilled and experienced and will be there to support your child every step of the way.

I hope you find the information included in this pack helpful and informative. If you have any questions, please get in touch through the school office.

I look forward to meeting you soon.

Mr T. Brunson
Headteacher



Colnbrook Ethos

Aspiration Resilience Respect Responsibility Community Compassion

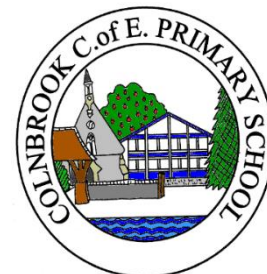
These values are at the heart of everything we do here at Colnbrook Church of England Primary School. They reflect the qualities that staff and governors want the children to develop and display in all that they do.

- Having **aspiration**
- Demonstrating **resilience**
- Showing **respect**
- Taking **responsibility**
- Caring for the **community**
- Showing **compassion**

"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9

Our Vision Statement

At Colnbrook we want to grow young people who believe in themselves so they are confident and courageous and not discouraged from their path. They are resilient when faced with challenge. We want our pupils to believe in each other and to feel supported; never alone on their journey.



Term Dates: 2023/2024

Autumn Term

Monday 4 th September:	Whole Staff INSET Day: School closed
Tuesday 5 th September:	Whole Staff INSET Day: School closed
Wednesday 6 th September:	School opens
Thursday 7 th September:	Nursery opens (<i>New children – see individual start dates</i>)
23 rd October to 27 th October:	HALF TERM
Monday 30 th October:	School opens
Thursday 14 th December:	Nursery end of term
Friday 15 th December:	END OF TERM

Spring Term

Wednesday 3 rd January:	School opens
Thursday 4 th January:	Nursery opens (<i>New children – see individual start dates</i>)
Friday 9 th February:	Whole Staff INSET Day: School closed
12 th – 16 th February:	HALF TERM
Monday 19 th February:	School opens
Wednesday 27 th March:	Nursery end of term
Thursday 28 th March:	END OF TERM

Summer Term

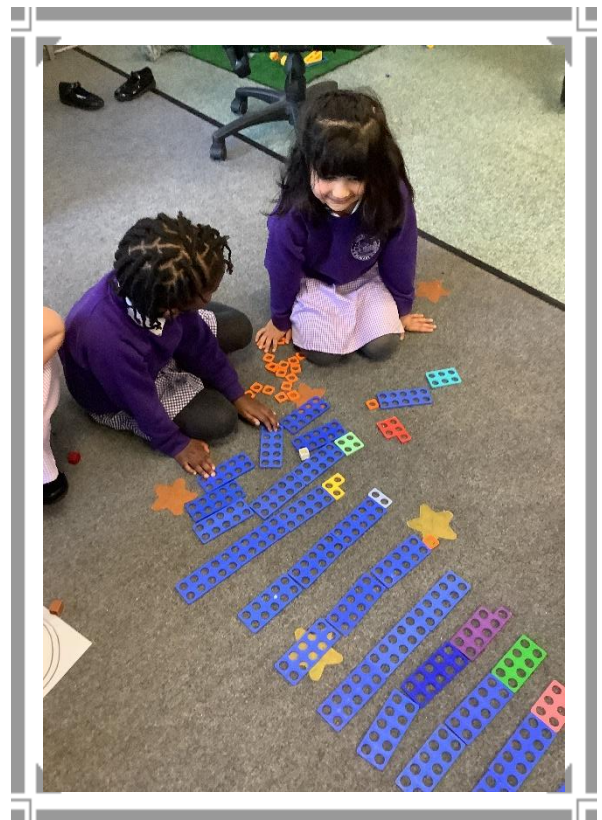
Monday 15 th April:	School opens
Tuesday 16 th April:	Nursery opens (<i>New children – see individual start dates</i>)
Monday 6 th May:	Bank Holiday – School closed
27 th May – 31 st May:	HALF TERM
Monday 3 rd June:	School opens
Thursday 18 th July:	Nursery end of term
Friday 19 th July:	END OF TERM
Monday 22 nd July:	INSET Day: School closed
Tuesday 23 rd July:	INSET Day: School closed
Wednesday 24 th July:	INSET Day: School closed
Thursday 25 th July:	INSET Day: School closed



“Children get off to a strong start in early years....and by the end of Reception, children are well prepared for the challenges of Year 1.”

“Children make strong progress, because of good teaching.”

OFSTED, November 2018



Welcome to our Reception Class

We are delighted to welcome you and your child to our school. At Colnbrook C. of E. Primary School, we know that starting school is a huge milestone for every child and strive to do everything we can to make this transition as smooth as possible. We hope you find this booklet useful as you prepare your child to join us in September!

To extend the learning experiences during this important phase, we have developed our Nursery and Reception classrooms into an Early Years Unit. Children will have access during the day to both classrooms, the different staff and resources each curriculum area has to offer.



Who's who?

Early Years Lead and Reception Class Teacher: Ms Broderick

Here are some of the other members of staff you will see around school:

Headteacher: Mr Brunson

Assistant Headteachers: Mrs Bharj and Mrs Uppal

Early Years Practitioner: Miss Baisden

Early Years Practitioner: Miss Welton

How will we support your child?

We plan activities around free and structured play, where your child will be encouraged to explore and investigate the world around them, set goals for themselves and solve problems. During this play, staff will work and play alongside your child to support language and conceptual development. Alongside our free and structured play, we plan more specific learning activities in Literacy and Mathematics, Phonics, R.E. and P.S.H.R.E.



The Early Years Foundation Stage (EYFS) Framework

The Early Years Foundation Stage framework identifies 7 focus area of learning. These areas are split into Prime and Specific areas.

<u>Areas of Learning and Development</u>			
<u>Prime Areas</u>			
Personal, Social and Emotional Development	Physical Development	Communication and Language	
- Self-Regulation - Managing Self - Building Relationships	- Gross Motor Skills - Fine Motor Skills	- Listening, Attention and Understanding - Speaking	
<u>Specific Areas</u>			
Literacy	Mathematics	Understanding the World	Expressive Arts and Design
- Comprehension - Word Reading - Writing	- Number - Numerical Patterns	- Past and Present - People, Culture and Communities - The Natural World	- Creating with Materials - Being Imaginative and Expressive.

• **Spiritual Development**

We also seek to develop our children's spiritual dimension through Religious Education and joining in Christian Collective Worship. The contents are predominantly Christian, following weekly themes based on the Church's year. Parents have a right to withdraw their children from collective worship, in which case they will be given an activity supervised by a member of staff.

The Reception class takes part in school termly Family Services at the local Church to which parents and friends are invited to take part.

Tapestry – Online Learning Journals

We observe the children as they learn and work with them to assess areas of need and achievement. We will record your child's learning journey using Tapestry – an online platform.



"Tapestry builds a special record of a child's experiences, development and learning journey through their early years... Using photos, videos, and diary entries, a teacher or early years educator, along with the child's parents or carers, and the child themselves if they're ready, 'weaves' the story of the child and how they are growing and developing."

By storing your child's learning journal securely online, you will be able to view your child's progress, activities that they have been enjoying at school, and how much fun they are having – as well as uploading your own comments and entries!

At the end of their time in our Early Years Unit, you will be able to download a copy of your child's journal to keep!

If you would like to find out more information about Tapestry, please have a look at the website – www.tapestry.info

Uniform

Children in the Reception class are asked to wear the school Early Years' Uniform;

- Black jogging bottoms
- Purple school logo polo shirt
- Purple school logo sweatshirt
- White/black socks
- Black velcro trainers

The summer uniform (optional, may be worn after Easter break until October half term);

- Dark grey shorts
- Purple summer dresses

They will also need a **P.E. uniform**;

- White school logo t-shirt
- Black shorts
- Plimsolls/Trainers (optional)

Uniforms can be purchased ***online from School Days Direct***

[www.schooldaysdirect.co.uk](http://www schooldaysdirect.co.uk). Please make sure that all items of clothing are **clearly named** and you check regularly that the name is clearly visible.

Your child will also need;

- A book bag
- A named water bottle
- A pair of wellington boots for working in the mud kitchen and puddles!

- **Jewellery**

This is **not** permitted, except studs for pierced ears, which should not be worn on P.E. days.

- **Hairstyles**

Hair should be worn in sensible and appropriate styles. Long hair **must** be tied back with a black or purple hair band. Unnatural hair colours and unconventional styles or cuts are unacceptable.

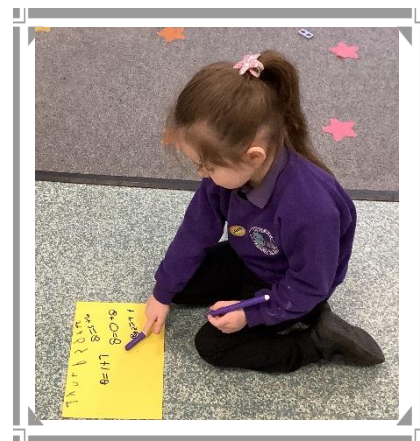
Settling into Reception

- **Nursery/Home visits**

Children new to the school will receive a short, informal visit by staff to their Nursery setting. This enables staff to get to know your child and establish a relationship before your child arrives in school. If your child does not attend a Nursery, staff will arrange a visit to your home.

- **First week of school**

During your child's first week of school, we stagger the sessions over the week, so that we do not overwhelm them. Each child will attend at least one morning session and one morning session with lunch before starting full time.



- **Our School Day**

Below is a timetable for a day in Reception Class:

8.35am – 8.50am	Arrive at school and order lunch
9.00am – 9.25am	Collective Worship
9.25am – 9.45am	Maths carpet time
9.45am – 10.50am	Free flow play
11.00am – 11.25am	Tidy up and Phonics carpet time
11.25am – 12.30pm	Lunch
12.45pm – 1.15pm	Register and Afternoon carpet time - R.E., Topic, Music, P.S.H.R.E.
1.05pm – 2.25pm	Free flow play
2.35pm – 3.15pm	Story and Home time

Whole school assemblies, collective worship and P.E. sessions also will take place weekly.

- **Absence from School**

If your child is absent from school, you are required to notify the school Reception before 8:45am on that morning and bring a written note of the reason for the absence when the child returns.

- **Illness and Emergencies**

Children who are taken ill or who have minor accidents at school are given first aid. Should an emergency arise, it is particularly distressing for your child if you cannot be contacted. **Please make sure that an up to date telephone number is readily available.**

Parents are asked to keep their children at home if they have an infection, and to inform the school. You are also asked not to bring in any child who has been vomiting or had diarrhoea until at least **48 hours** have elapsed since the last attack.

Other Useful information

- **Collection at the end of the day**

You will collect your child from Reception class door at 3.15pm. If you are going to be late or another person is collecting your child, you need to let the office know as soon as possible. We will not allow your child to leave with any adult without your consent. When dropping off or collecting, please do not use the car park at the front of the school when collecting your child as this is a safety issue for all children in the school.

- **Fruit and milk**

During the day every child will be given a piece of fruit and have the opportunity to have a carton of milk.

- **Dinnertime**

Your child will be eating lunch in school. Due to a Government initiative, all Reception children are now entitled to a free school dinner. If you choose not to take this option, you will need to provide a named healthy lunchbox for them.

As part of our Healthy School's initiative, children are not allowed to have crisps, chocolate, sweets or fizzy drinks included in their lunchbox. Any such items are left in lunchboxes for children to eat on their way home, if requested. Please try not to use pouches for drinks as accidents often occur, even when teachers try to open these difficult containers.

- **Tooth brushing**

We are working with Slough Healthy Smiles to help promote good oral health in young children and are currently a Gold Accredited setting for our work in supporting our children with their oral health. During the school day, your child will take part in a tooth brushing session. Each child will be provided with their own toothbrush which will be stored safely at school and replaced regularly. We also use toothpaste recommended to us by Slough Healthy Smiles.

How can you be involved?

Parents are equal partners in their child's learning and we welcome parental involvement in Reception. Any talents that you may wish to share with us would be greatly appreciated – e.g. gardening, painting, reading stories, music making.

Parents are invited to join in school events as advertised periodically through the year. We encourage parents to be involved in fundraising with their children whether it is with donating items or taking part in other events, for example, Children in Need, Red Nose Day and other school activities.

Preparing your child for school

Our aim is to make the children feel secure by teaching them to take care of themselves:

- **Dressing**
Your child will be expected to change for P.E. lessons and to put on and fasten their own coats. It is important that these skills are practiced at home.
- **Toilet**
Children must be able to use the toilet themselves. Please impress on them the importance of washing their hands after using the toilet. If your child has any particular worries about this, let the staff know. Please help us to help children to learn to take care of themselves.

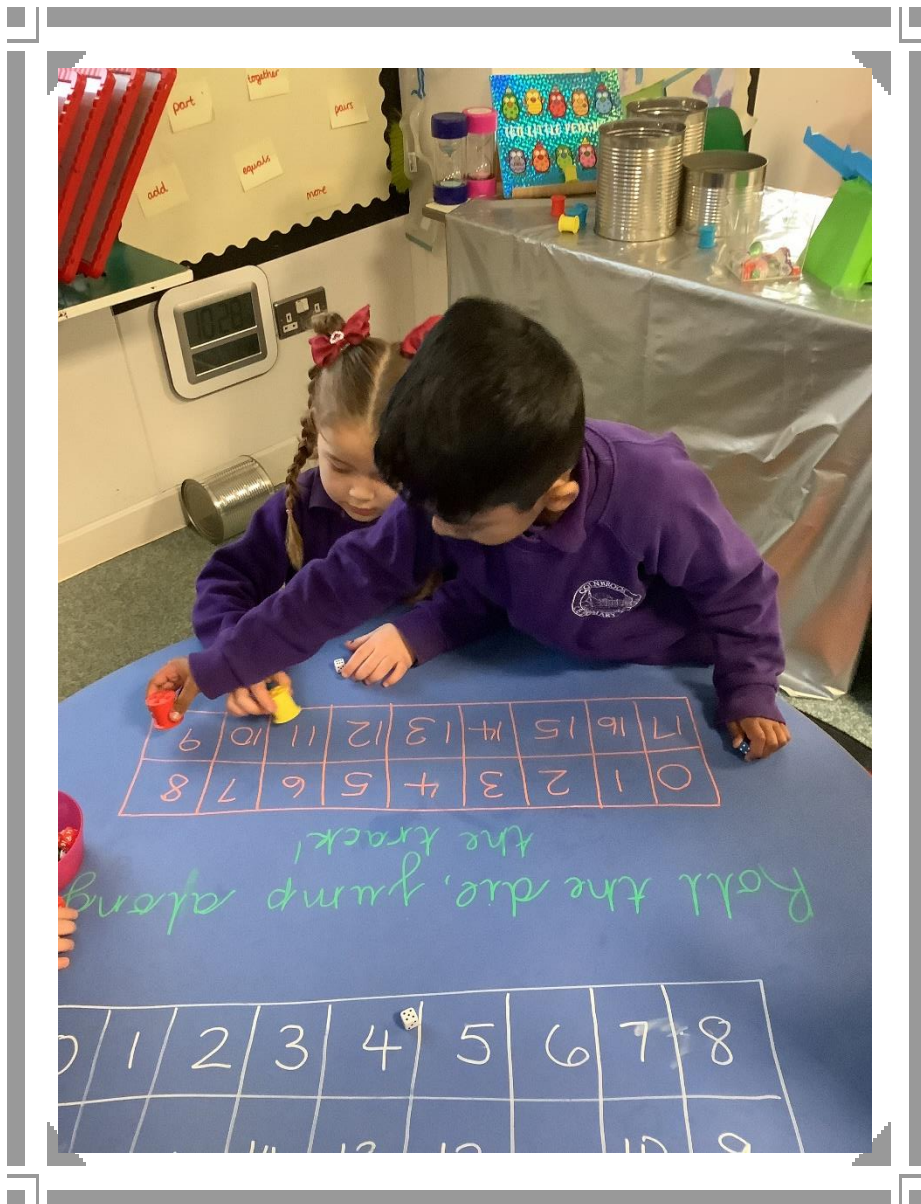
The Internet

Colnbrook C. of E. Primary School has an Online Safety Policy and takes a professional approach to confidentiality and privacy of family life. We enjoy our daily conversations with you all but every family needs to be confident that we draw a clear line between work and personal life.

As part of our e-safety policy, we have looked at the implications of Social Networking Sites, like Facebook and Twitter, as these are a public form of communication

Our policy is that staff do not make or accept invitations to become on line friends with parents or other family members/carers of pupils in the school on any Social Networking Sites. This policy also applies to all pupils and helpers.

This ensures that professional boundaries are maintained at all times.



Finally: Thank you for your support and co-operation.

**We look forward to welcoming your child into our
Early Years Unit!**

