

# Maple Infants' School RECEPTION



Welcome to Laurel, Chestnut & Hazel Class!

Information Booklet  
2015-2016

Maple Road, Surbiton, Surrey KT6 4AL  
☎ 020 8399 3341



## Welcome to Reception!

We hope that this booklet will give you an insight into the day to day running of this Reception year. However, if you do have any questions or if you would like to clarify any points, please do not hesitate to ask a member of staff.

### Laurel Class Staff

Mrs Brackenbury	Teacher (Mon & Tues)
Mrs Ashwell	Teacher (Wed-Fri)
Ms Tychoniuk	Full-time Teaching Assistant
Mrs Jewell	Pupil Specific Teaching Assistant am
Miss Stark	Pupil Specific Teaching Assistant pm

### Chestnut Class Staff

Miss Klasinski	Teacher
Miss Schneegass	Full-time Teaching Assistant
Mrs. Taylor	Teaching Assistant

### Hazel Class Staff

Miss Garcia	Teacher
Miss Maynard	Full-time Teaching Assistant
Mrs. Taylor	Teaching Assistant

### Session Times in Reception:

School starts	8.55am
School finishes	3.15pm

The Early Years Foundation Stage (EYFS) provides a structure for learning, development and care and covers children from birth to five years of age.

The EYFS ensures:

- ✎ children learn through play
- ✎ that Reception staff work closely with parents
- ✎ you are kept up to date on your child's progress
- ✎ the welfare, learning and all-round development of children with different backgrounds and levels of ability, including those with special educational needs and disabilities

Children come to Maple with a very wide range of skills and experiences. As we observe and record what they are doing we are able to assess how they are developing. We use this information to plan how to extend and develop each child's interests, skills and experience, and where to give sensitive support if necessary. This helps inform our planning.

The government revised the Early Years Foundation Stage framework for September 2012 onwards:

- ✎ **There are 3 Characteristics of Effective Learning** – Active Learning, Playing and Exploring, Creating and Thinking Critically.
- ✎ **There are 3 Prime Areas of Learning** – Personal, Social & Emotional Development, Communication & Language and Physical Development.
- ✎ **There are 4 Specific Areas of Learning** – Literacy, Mathematics, Expressive Art & Design and Understanding the World.

We will provide you with information about the Early Years Foundation Stage throughout the year.

The specific areas of learning strengthen the prime areas and are all taught together; they are all equally important and depend on each other to support a rounded approach to your child's development.

Much of our work is topic-based and we have a theme that runs for each half term. We will share details of these topics with you over the year. All the activities we present to the children are based on first hand experiences with the emphasis on play, as we believe that this is the best way in which 4 and 5 year old children learn. They are presented with a wide range of practical experiences, (adult-led, adult-framed and child-initiated) that are intended to motivate, stimulate and challenge. We promote learning through experience and by the encouragement of independence.

*What are adult-led activities?* These are activities that children will carry out with a member of staff in both indoor and outdoor environments. The children are asked

to come either individually or in small groups to complete them, which may introduce new skills or concepts, or encourage practice or extension of other skills.

*What are adult-framed activities?* These are activities that the staff have planned for the children, but are not led by them. The children can access them independently, staying at them for as long as they like. These activities are chosen to either develop or consolidate skills and are often linked to the topic or theme of the day.

*What are child-initiated activities?* These are activities completely chosen by the children themselves. The children select the resources they need, carry out their play and put them away, without the support of an adult. They are encouraged to make decisions and solve problems independently.

## **Snack Time**

The children are offered a mid-morning snack of apple, pear, carrot or orange etc, as part of the government incentive for children to eat more fresh fruit. They have access to a drink of water whenever they require it during the day but are also allowed to bring their own named water bottles, if necessary

## **Clothing**

Velcro fastening shoes, trousers with easy fastenings and clear name labels all help towards independence. Polo shirts are preferable to white buttoned shirts – too many buttons for little fingers! All school sweatshirts look the same so please label clearly. As the weather worsens the children will need their named coats in school.

Jewellery can be a danger to children during PE and playtimes, therefore no jewellery is to be worn unless authorised by the Head teacher. If authorisation is granted, earrings which cannot be removed must be covered with a plaster prior to coming to school.

## **PE Kit**

Please ensure your child has a named PE kit (shorts, t-shirt and plimsolls) in a drawstring bag that can be hung on his/her coat peg. Consider attaching a key ring to the bag to make it more recognisable to your child – 30 bags all look the same! It is a requirement of our health & safety policy that all children change into PE kits for sports activities. We send the kit home every half-term for a wash and to check it still fits!

## **Attendance & Punctuality**

It is very important that the children attend Reception every day in order that they will be able to experience the whole curriculum.

Please arrive punctually by 8.55am. Children arriving after 9am must be taken to the office where they will be marked in as late. If a child arrives later than 10am without good reason this may be registered as an unauthorised absence. Kindly leave the site promptly once your child has gone into class so that the gates can be secured for health & safety regulations to be put into place.

If your child is going to be absent from school, please telephone to let us know, so that we can keep our records up to date and can inform the teacher of your child's absence. If you have forgotten to telephone us that your child won't be in school please expect a text from the school office asking you about your child's absence, as we track this very carefully. Following a tummy upset or sickness, children must stay away from school for at least 48 hours. When your child returns to school having been unwell, please send in a letter as a follow up to this absence.

On the rare occasion that your child needs to be absent from school e.g. a hospital appointment, please provide the office with supporting documentation, as well as completing a Leave of Absence request form, to obtain the head teacher's permission.

### **'Red Tray' System**

Each class has a red tray that is placed by the classroom door for any letters or slips to be returned to the school office. Any money (i.e. outings etc.) should be put in a sealed envelope, clearly marked with your child's name, class and a description of the contents (e.g. money for trip to theatre). These can be put into the class red tray which is then sent to the school office daily.

### **Changes to Collection Details**

Please write down any messages on either a note for the teacher or on the clipboard provided in the classroom, regarding changes to who is taking your child home. The initial 5-10 minutes as the children come in are often very busy and oral messages can be easily forgotten. If there is a regular pattern of someone else collecting your child then you are invited to write a letter or email the office outlining the arrangement so that the staff are aware. You can contact the school office during the day if a change of collection is required and a message will then be conveyed to the teacher. Your child will not be allowed home with anyone else without your permission.

Every child in Reception is entitled to a free school meal. These are booked online in advance. Menus are also online. Children are encouraged to use cutlery when eating to further their independence.

Please ensure that lunch boxes are clearly labelled with your child's name. Remember that the school is a nut free zone and that several children have nut allergies. We are a healthy school, and as such, chocolate, sweets and fizzy drinks are not allowed in lunch boxes.

## **Birthdays**

We celebrate birthdays at the end of the week at the special Foundation Stage Friday assembly. The school office will invite you to attend your child's birthday assembly. Maple Infants' School has 'Healthy School Status' so we politely request that you do not send in cakes or sweets for your child's birthday. However, if you would like to send in a donation of a book of your choice to celebrate their birthday, we will place a special certificate in the front cover in celebration of their special day and it will get shown to everyone in assembly. If you wish to invite children to parties please hand out invitations in the playground before or after school, rather than sending them into school to be distributed.

## **Toys**

Although these can be of great comfort for small children, we have found they can cause a problem in class. There will be opportunities for the children to bring in something of interest at different points in the year and we will alert you to these times via messages in our noticeboards.

## **Chair Bags**

We do encourage you to decorate your child's chair bag to make it more recognisable to your child ... and us!

## **Special Educational Needs**

Each year we have a number of children with a range of Special Educational Needs and Disabilities (SEND) in school. In some cases these children will have an adult (Learning Support Assistant) working with them to ensure that they gain full access to the curriculum. In order to provide the best education for these children we work closely with outside agencies such as educational psychologists, speech therapists and occupational therapists.

Children with SEN are fully included in all aspects of school life. If you have any concerns about your child that you think we can help with, please let us know.

## **Working With Parents / Carers**

We very much value fostering a close relationship before the start of the school year between our staff and parents/carers. We politely ask you to take the time to complete a Unique Child booklet that can be given to the teacher. If your child attended our nursery then you may have already filled one of these out in the past. Please do not feel obliged to complete another one, but if you would like to, or there have been significant changes/updates that it would be helpful for the staff to know about, then they are gratefully received.

We will alert you to any extra help we may need in class through the class noticeboards. We frequently need help with jobs that can also be done at home e.g. tacky backing books, cutting out etc. All parent helpers must be DBS checked and the office can provide more information about this.

Formal Parent Teacher Consultation meetings are held in the Autumn, Spring & Summer Terms so that you may to speak to the teacher about your child and discuss their progress. You will be notified of the dates well in advance so that you can sign up for a 10 minute appointment.

Remember ... if anything is worrying you, you have a question or a concern, then please speak to a member of staff as soon as possible. We want you and your child to be happy and have a positive experience in Reception. We may not always be instantly available to meet you but will always do our best to arrange a meeting either before or after school.

We hold a parent workshop on how to support your child using phonics that you are very welcome to attend. We also have a Mystery Reader scheme, where you can sign up to read to your child's class one story time.

## **Phonics & Sound Books**

We follow the Jolly Phonics scheme (books and a CD can be bought from the Early Learning Centre). Sound books will be sent home in your child's book bag. Please return your child's book in their book bag every Monday. We teach the children the phonetic alphabet (e.g. 'a' as in 'apple' and not 'apron'). Please use the sound book to practise saying and writing these sounds whenever you can. Later in the Reception year we will send home a sentence book in which your child can practise writing key words in a sentence. Reading books go home on Tuesdays and Fridays. The reading book must be returned before a new one is issued.

Please use lower case letters whenever writing your child's name or encouraging them to write it themselves, using capital letters for the beginning only e.g. Sam. We teach the children at this stage to print each letter clearly and only move on to joining letters together as and when your child is ready to do so.

### **Polite Request**

Please do not let your child play on or with the equipment outside the classroom and in the playground before or after school. We frequently set up for the day ahead and need to keep it in good order for our lessons.

### **Friends of Maple Infants'**

The Friends are our Parent Teacher Association. They liaise between parents and staff and organize the majority of social and fundraising events. Parents are warmly welcomed and encouraged to contribute to the Friends' activities in any way they can. Class representatives volunteer or are nominated at the Friends' AGM during the autumn term. You are automatically a member of the Friends' if you have a child in the school.

### **And Finally...**

We are all very proud of our Reception classes. At the heart of everything we do are the children and their families. We want school to be fun, educational and supportive and we hope the children and their families enjoy their time here as much as we do!

