

# Maple Infants' School RECEPTION



Welcome to Laurel, Chestnut & Hazel Class!

## Information Booklet 2020-2021

Maple Road, Surbiton, Surrey KT6 4AL

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## 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.

### Senior Leadership Team

Head Teacher: Mrs Claire Barwell

Deputy Head Teacher: Miss Helen Funnell

EYFS Leader: Miss Jessica Dowd

KS1 Leader: Miss Frances Wood

### Laurel Class Teachers

Miss Dowd (Tuesday, Thursday and Friday)

Mrs Kuhn (Monday, Wednesday)

### Chestnut Class Teacher

Mr Hide

### Hazel Class Teacher

Mrs Miller

### Teaching Assistant Team:

Miss Tychoniuk

Mrs O'Connell

Mrs Haines

### Session Times in Reception:

Due to the current safety measures in place, **Reception children will be coming to school, via the St James Road entrance, at 8.30am and collected at 3.00pm.**

Our usual school times are as follows:

School starts 8.55am (Classrooms are open from 8:45 am)

School finishes 3.15pm

### **Current Situation**

Due to COVID-19, Maple Infants' School we have adapted our admissions procedure to ensure that new families do not need to visit the school to obtain or provide us with any information at this time. We are currently planning to welcome all of the children back to school in September and we are particularly looking forward to welcoming our new families.

We would like to reassure our families that we recognise what an unprecedented and potentially worrying time this may be for many families and especially when your child is starting at a new setting in September. Please do not worry as we have carefully planned your child's transition to Maple, which will take place in September. We will also keep families updated via the school website with the safety procedures which will be in place when your child joins us.

If you have any specific concerns, please do contact the school office, either via email or telephone and a member of our team will be happy to help you.

-- Together we learn and grow --

## The Early Years Foundation Stage

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 that:

- ✎ children learn through play
- ✎ 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.

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.

The **prime areas of learning** are fundamental in the EYFS and the **specific areas of learning** provide important contexts for experiences we provide. These areas of learning are taught together 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 follow the interests of the children to ensure they remain motivated, inspired and enthused by their learning. 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 an adult. 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.

## **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.

We also encourage the children to lead their own learning and we respond to the interests of the children to promote intrinsic motivation and active learning

## **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 all children should bring their own named water bottles to school every day.

## **Clothing**

### **Please label all clothing including socks!**

Velcro fastening shoes, trousers with easy fastenings and clear name labels all help towards independence, children need to be able to put their shoes on independently, no laces please! Polo shirts are preferable to white buttoned shirts – too many buttons for little fingers! All school sweatshirts look the same so please label clearly. In Reception learning takes place outside in all weathers, please ensure children have a named coat or jacket in school at all times. We ask that children do not wear opened toe shoes as these are not suitable for outdoor learning. Long hair should also be tied up to support physical activity which takes place daily in school.

Jewellery can be a danger to children during PE and during outdoor learning, therefore **no jewellery** should be worn at school unless authorised by the Head teacher due to medical, religious or cultural reasons. If authorisation is granted, earrings which cannot be removed must be covered with a plaster prior to coming to school. Please arrange an appointment with Mrs Barwell if your child is required to wear jewellery for medical, religious or cultural reasons.

## **PE Kit**

Please ensure your child has a named PE kit (shorts, jogging bottoms, t-shirt and plimsolls) in a drawstring bag that can be hung on their coat peg. Consider attaching a key ring to the bag to make it more recognisable to your child. 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.

In usual circumstances we open our classrooms at 8:45 and we are keen for the children to join us then to begin the days learning. Children arriving after 9am must be taken to the office where they will be marked in as late. If a child arrives later than 9:30 a.m. without good reason this may be registered as an unauthorised absence. Due to the current situation children coming into school and going home will be staggered and so you will have a specific time when you need to drop your child off at school and collect them.

If your child is going to be absent from school, please telephone to let us know by 9am wherever possible, 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 to inform us that your child won't be in school by 9:30, please expect the school to call you and any people on your contact list asking 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.

## Safeguarding

At Maple Infants' School we have a duty to protect children and young people and ensure that they are effectively safeguarded from the potential risk of harm – we take this role very seriously. We place great emphasis on the safety and welfare of all our pupils. We take rigorous steps to ensure that children stay safe and do not come to harm and we actively promote an ethos whereby staff, pupils, parents and governors feel able to articulate concerns comfortably, safe in the knowledge that effective action will be taken as appropriate. We work closely with parents and carers and a range of professional external agencies in order to do this.

**Every member of staff at Maple Infants' School has a responsibility to keep children safe in our school, however specific members of our team have specific safeguarding roles.**

**If you have any concerns, no matter how small they may seem, about the safety or welfare of a child, please contact any of our school's Designated Safeguarding Leads:**

- Designated Safeguarding Lead: Miss. Helen Funnell, Deputy Head Teacher
- Senior Deputy Designated Safeguarding Lead: Mrs. Claire Barwell, Head Teacher
- Deputy Designated Safeguarding Lead: Miss. Jess Dowd, EYFS Leader

## **'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. The class red tray is sent to the school office daily.

## **Changes to Collection Details**

The safety of your child is of paramount importance- your child will not be allowed home with anyone else without your permission. Please email or telephone the school office to inform us of any changes as to who is taking your child home. If there is a regular pattern of someone else collecting your child then you should 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. Wherever possible please make sure that you inform the office of any changes by 2:30pm.

## **Lunch Boxes**

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**

Maple is a healthy school so we politely request that you do not send in cakes or sweets for your child's birthday. However, if you would like to donate a book to celebrate their birthday, we will place a special certificate in the front cover in celebration of their special day. 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. Please make sure no items are brought into school from home.

## **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 SEND 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**

Whilst we previously have welcomed parents to come into school, due to the current pandemic, we are unable to do so at this time. 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 and Spring so that you may 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. In the Summer Term we hold a Celebration of Achievement evening to celebrate your child's year. You will also receive a written report during the Summer Term. You will have an opportunity to arrange a meeting with your child's teacher to discuss their report if you wish to do so.

If you have a question or a concern, then please speak to a member of staff as soon as possible. At the moment, the best way to inform us that you would like to discuss something is to make contact with the school office via email or telephone. We want you and your child to be happy and have a positive experience in Reception. We may not always be instantly available to discuss things with you but will always do our best to arrange a telephone call as soon as we are able to.

We hold a parent workshop on how to support your child using phonics that you are very welcome to attend.

We would like to involve you as parents and carers in your child's learning within the Early Years Foundation Stage. We will be sending home 'WOW' cards and 'Technology' cards for you to share their successes at home with us. This could be anything from laying the table independently, learning to ride a bike or using a computer or tablet independently!

## **Phonics**

Phonics is taught daily in class; we will send home supporting resources throughout the year including flash cards to support learning at home. We follow the Jolly Phonics scheme alongside Letters and Sounds. We teach the children the phonetic alphabet (e.g. 'a' as in 'apple' and not 'apron'). Reading books are changed twice weekly. The reading book must be returned before a new one is issued. We would like to ask all parents to keep their reading books and reading records in their book bags at all times so we can hear the children read in school.

## Reading at home

**Supporting Readers at Home**

Open University research suggests there are three important ways to support readers and a love of reading.

**Read Aloud**  
Reading aloud to your children shows them reading is a pleasure, not a chore. Older children can read to younger ones too.

**Family Reading Time**  
Making time to read alongside one another helps develop children's reading stamina and interest. Let them choose what to read and relax together.

**Book Chat**  
Book Chats encourage readers. Invite them to make connections and share their views. Join in with your thoughts too!

Children who read, and are supported as readers, develop strong reading skills and do better at school.

I wonder if...why... what...who...

For more ideas see the OU website:  
<https://www.researchrichpedagogies.org>

We will invite you to attend a phonics and reading workshop in the Autumn or Spring term, this will provide ideas for supporting early reading at home and we will share online and physical resources you can use to support your child at home. At Maple we strive to develop a school community with a love for reading, encouraging children to listen to a wide variety of stories to build their communication, imagination and provide opportunities for discussion.

In school we will teach pupils in our EYFS a weekly poem which they will practice with their friends and perform together as a group with their class. This development of understanding of rhyme and rhythm supports children's early reading and also provides a fun opportunity to develop their vocabulary and understanding of pace and expression.

We read many stories throughout the day in class and we would strongly encourage you to read stories with your children at home, whether this be a bedtime story or even an audiobook in the car! We hope that you as parents will enjoy watching your child learn to read in Reception as much as we do!

## Handwriting

Please use lower case letters whenever writing with your child, apart from when you are using a capital letter. We teach the children to write each letter clearly in pre-cursive form. We will be sending home an alphabet mat with the correct formation of each letter of the alphabet.

## **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. The outdoor classroom is a valuable learning space and equipment for the day ahead is set up prior to the school day.

## **Friends of Maple Infants'**

The Friends are our Parent Association. They liaise between parents and staff and organise 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! Should you need any help or want to discuss any concerns with your child's class teacher please always let us know. We look forward to working in close partnership with you as parents and carers of the children.

