



Reception Information for Parents and Carers Booklet

Senior Leadership Team

Headteacher:	Mrs N Ishtiaq
Deputy Headteacher:	Miss S Mir
Assistant Headteachers:	Ms R Khanum Mr T Parker
SEND Co-ordinator:	Mr T Parker

Early Years Foundation Stage Staff

Early Years Leader:	Ms R Khanum
Nursery Teacher:	Miss T Bulmer
Reception Teachers:	Mrs I Ilyas Mrs Hamid Ms R Khanum
Early Years Practitioners:	Miss Khatoon Mrs Kiron Miss L Newman Mrs O'Connor
Teaching Assistants:	Miss Rawson

Starting in Reception

Before your child starts in Reception, you are welcome to visit us. We encourage you to bring your child with you so they can also get a feel for the setting.

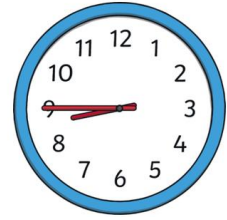
In the Summer term before your child starts at our school, you will be invited to attend a transition event. Here Reception staff will introduce themselves and you can get to know them better. Class teachers will also share information with you regarding transitions into Reception, learning that will take place and any other key information you need to know. You will also be given the opportunity to ask any questions you may have.

We plan a staggered start for Reception children in September. Children attend school for half-days for their first week. We believe that this process provides children with a calm, secure start to Reception allowing them to become confident and comfortable with their surroundings, classmates and their teachers. Parents are welcome to settle their child before the start of the school day during this settling-in period. Our aim

will always be to make the transition from home to school as smooth as possible.

Reception Times

Reception doors open from 8:45am to 8:55pm for drop off. They will open for pick up from 3:15pm – 3:25pm.



Late comers that arrive after the doors are closed must report to the main school office. It is also important that children are collected on time to avoid them becoming distressed. Please contact us if you are going to be delayed.

Please ensure that your child is always brought and collected by a parent or 'named' adult. If you or the 'named' adult are not able to collect your child, please inform a member of staff that someone different will be collecting your child. All children have to be signed out at the end of each session. Once you have signed your child out they will be in your care and should not be allowed to come back into the school.

Healthy Eating

During their time in Reception, all children will have access to snack (*usually fruit*), milk and water.



We also provide a healthy and varied range of lunchtime meals that are prepared and cooked fresh in our kitchen each day. Our children play an active role in deciding what we serve on our school menu as we hold tasting sessions regularly whereby they have the opportunity to try new foods and decide what they like best. We then include these foods on our menus.

Throughout the year we also take up every opportunity to grow our own vegetables and herbs too! Some of the things we grow include carrots, peas, cabbages and potatoes. We encourage children to participate in looking after plants, allowing them to plant seeds, monitor growth, care

for them as they grow and then eventually pick the produce to eat. Through this process children are able to experience the string of events that take plant to plate first hand. During meal times we discuss with children the different types of vegetables we eat and why they are good for us.

Uniform and Clothing

The school uniform consists of the school jumper/cardigan complete with school logo, a white polo shirt, grey bottoms/skirt/pinafore and **black** shoes.

All school cardigans and jumpers are available to purchase from the school office in the following sizes:

- 2-3 years
- 3-4 years
- 5-6 years
- 7-8 years
- 9-10 years
- 11-12 years
- 13 years



Jumpers - £8.50

Cardigans - £9.00

Please help your child to become independent by choosing clothes that they can fasten themselves (*e.g. trousers with elasticated waistbands, footwear with velcro fastenings etc.*). Please also ensure that your child is dressed suitably for indoor and outdoor activities.

Whilst we provide aprons, a lot of Reception activities are messy and young children need a lot of practice before they are able to control materials such as water, glue and paint etc. A uniform will prevent your child from spoiling any of their best clothes. You must also provide your child with a full change of clothing in a pump bag and make this available on your child's peg should any accidents occur. This should be labelled with their name and a change of clothing should include a top, bottoms, vest, underwear, socks and wipes where necessary. You may wish to include additional underwear, socks and bottoms for your child if they are still learning to use the toilet.

It is essential that **all** your child's clothing be **clearly labelled with their first name and initial of their surname.**

With regards to jewellery, children may only wear small stud earrings and/or a watch. Other accessories which are permitted include those which hold religious value.

The Key Worker Approach

We employ a Key Worker Approach in Reception to ensure that a familiar adult is always present and available for when parents arrive with their child. This means there will always be a familiar face to greet you and your child and any important information can be passed on or shared regularly. A key worker has special responsibilities for working with a small number of children, giving them the reassurance they need to feel safe and cared for, whilst also building strong relationships with parents.

The Key Worker Approach is a vital principal in the Early Years Foundation Stage and a statutory requirement of the framework. It is a reciprocal relationship between a member of staff, individual child and their family. It provides the child with a sense of security so that they feel confident to explore their world and form further relationships.

Every child deserves to be special to someone and the Key Worker Approach recognises this.

The role of the key worker is to know their individual child and to support their sense of identity and individuality. A key worker is aware of their individual child's and family's needs, preferences and development.



The Reception Curriculum

At Brackenhill Primary School we plan and deliver an exciting curriculum based on the principles of the Early Years Foundation Stage Framework.

We fully understand the importance of quality education in the Early Years and aim to prepare all our children for lifelong learning through implementing outstanding practice.

Reception offers opportunities for the development of all skills including a child's physical, social, emotional and intellectual skills.

We cover all areas of the framework, with the 'Characteristics of Effective Learning' underpinning everything we do. These include the following:

Characteristics of Effective Learning	Areas of Learning and Development	Birth to 5 Matters Aspects
Playing and Exploring	Prime Areas	
ENGAGEMENT Finding out and exploring Playing with what they know Being willing to 'have a go'	Personal, Social and Emotional Development	Making Relationships Sense of Self Understanding Feelings
	Physical Development	Moving and handling Health and Self-care
	Communication and Language	Listening and Attention Understanding Speaking
Active Learning	Specific Areas	
MOTIVATION Being involved and concentrating Keep trying Enjoying achieving what they set out to do	Literacy	Reading Writing
	Mathematics	Mathematics
	Understanding the World	People and Communities The World Technology
	Expressive Arts and Design	Creating with Materials Being Imaginative and Expressive
Creative and Critical Thinking		
THINKING Having their own ideas Making links Working with ideas		

Our provision areas are designed to provide a range of enriching activities that will extend and compliment the important work that you do with your child at home. The carefully planned activities, both indoors and outdoors, will ensure that your child is thinking, planning, experimenting, making positive relationships and problem solving all the time. We plan to ensure learning experiences provided for each child are tailored to their individual needs. Play is at the heart of our curriculum and we balance child led activities with more focused adult planned experiences.

In Reception, we recognise and understand that every child is unique and this underpins all the planning and teaching that takes place.

Coming to Reception

Each child will be provided with their own peg in the cloakroom featuring their name. Here your child may hang their coat and other belongings to ensure they are kept safe and in a place they can easily be found.

Children will be shown where the toilet and handwashing facilities are and may access these as and when they need to. If your child is not toilet trained, they will still be expected to wear underwear to school to develop this skill. Where they require adult support with toileting, staff will assist them with developing the skills needed for this.

Whilst children wait for their class mates to join them, they will engage in morning activities on the carpet area with an adult (*e.g. Dough Disco, Cosmic Yoga, threading etc.*). This is to help them get their brains ready for learning. Once all children have arrived, the Register will be taken and children will enjoy their daily Phonics session. Following this, they will be encouraged to continue their own learning in provision with adult support.



During provision time, adults will help children to widen their vocabulary, experiences and develop a whole host of other skills. Children's creativity will be nurtured through art, music and dance, their communication and language skills will be enhanced through meaningful conversations and we will help them to develop their personal, social and emotional skills so that they may build positive relationships with peers and adults around them. Children will also be encouraged to explore their natural world outside. Your child's key worker will work particularly closely with your child throughout. The class teacher will also work with all children in smaller groups to provide them with the bespoke and personalised learning experience they will need to flourish.

Before lunchtime children will take part in a Literacy session. This will be followed by a story and singing before it is time to leave for the dining

hall. Lunchtime lasts for a little over 1 hour and takes place from 11:50pm to 1:00pm. This gives children a generous amount of time to be able to enjoy their food and also play in the Early Years playground.

After lunch, children return to Reception and practise how to brush their teeth. They then take part in a Maths session before continuing with their learning in provision.

As the afternoon draws to a close, children wind down and take part in Circle Time sessions where they are able to share their own achievements with one another. This is a time where we celebrate children's individual milestones and recognise their successes, giving them the attention they deserve.

Developing Early Reading and Writing

Many children will show an interest in reading and writing in their early years. We aim to encourage this interest without putting pressure on children to engage with such activities.

All the children in Reception will experience the joy in reading and have access to a wide range of reading materials. Your child will be taught the conventions of reading in English; reading from left to right, understanding illustrations, recalling stories, and recognising letters and sounds. Other reading will include reading labels on displays, recipes, lists and words in the local environment (e.g. *Street names, shop signs, symbols etc.*). Children will be encouraged to recognise their own name and learn the meaning of what they have read. We hope to foster within children a love for books and with this in mind provide them with a firm foundation for future learning.

Children will learn Phonics through the Read Write Inc. (RWI) approach.



The RWI approach helps children grow their vocabulary through role-play, discussion, building sentences and productive questioning. It places huge emphasis on developing children's love of reading through enticing story and poetry times. Children are taught to say the sounds of letters with the help of mnemonics and to blend the sounds into words and read simple 'blending books'. This helps to give them a flying start in Reception. Phonics sessions last for 20-40 minutes and input is carried out daily in groups of up to 10 children.

Recording & Assessing Your Child's Development

Short observations of your child's work will be made throughout their time in Reception. These will be discussed by Reception staff and used to plan the next steps for your child. Observations of your child are recorded on an online, secure platform called Sessaw. You can access this from home at any time and your child's class teacher will discuss how to do this with you and provide you with your own unique log in details.

Parents can only access their own child's profile online. Photographs showing either your child working, taking part in activities or showing something they have created will be uploaded on their profiles to support any observational notes that are made.

We understand and value the importance of parental input when assessing children's development and so encourage you to look at your child's profiles and to contribute to it by sharing photographs drawings and paintings that your child may have done at home. We do ask that you do not compare your child's profile to another. It is important to remember that all children are unique and develop at different rates.

We welcome you to discuss your child or their learning journal with any of the Reception staff at a mutually convenient time.



Special Educational Needs and/or Disabilities (SEND)

At Brackenhill we are aware that children have a range of different needs and we value all children equally.

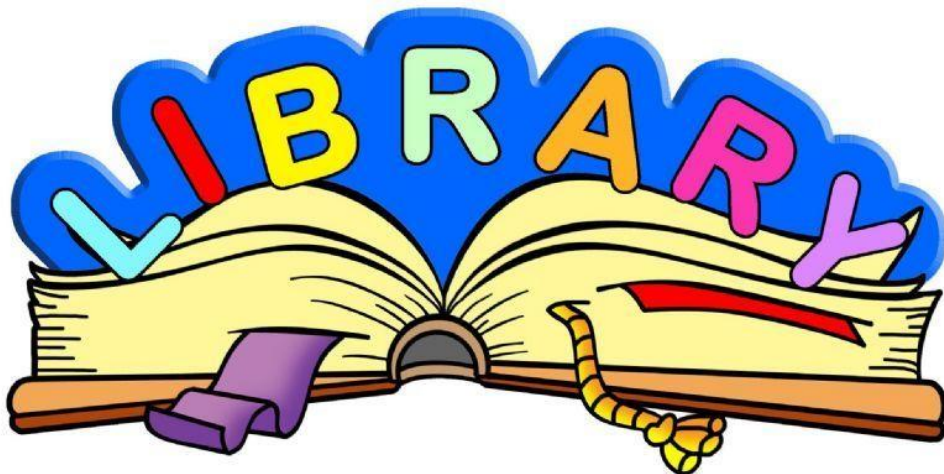
Some children may be diagnosed when they are born with SEND whilst others may not be diagnosed until later in childhood. The earlier we can ensure all children's individual needs are fully understood the better chance we have of meeting them. We work closely with parents and other professionals in order to ensure correct assessment and support is completed.

If a child is experiencing difficulties in any way, we aim to help the child overcome these. In some cases, we may need to seek advice from other professionals such as Speech and Language Therapists, Audiologists, Ophthalmologists, School Nurses or Educational Psychologists. We will always discuss this with you first and keep you fully informed about any concerns we may have.

Access to the Library

Children will have access to our fully resourced school library each week. As well as being able to take home a book for Phonics practise, children will also be able to select their own book to enjoy with you at home during Wednesday Afternoon Library sessions (2:45pm – 3:10pm). We feel your involvement will really encourage your child to develop an interest in books and stories and help them to build their vocabulary.

Please take good care of our books so other children can continue to enjoy them too. Book bags with the school logo are available from the Office at a small cost of £4.00.



Emergency Contacts

Can we contact you in case of an emergency?

Do we have an alternative telephone number if we cannot reach you?

It is **essential** that we have up to date information on our records. This is important in case we need to contact you in case of an emergency.

Please inform us of any change in contact numbers or address immediately.

If you are going on holiday or your child is sick, please let us know.

Safety

It is important that children under five are collected by an adult not an older child.

In the event of severe weather such as snow or should other exceptional circumstances arise, Reception children may only be allowed to go home with brothers or sisters if we have written permission from you.

Parent & Carer Partnerships

We believe that education is a partnership.

When your child joins us in Nursery we hope that you feel welcome and will want to stay sometimes to join in the many activities that we offer such as cooking, story times, parties and special events. If you have any problems or difficulties, please do not hesitate to contact a member of staff. We are here to help you.

Please remember that you are always welcome to stop for a chat at Brackenhill Primary School.



Thank you for taking the time to read this information, if you have any questions please do not hesitate to contact us.

Brackenhill Primary School

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We look forward to getting to know you and your child when they start at Brackenhill Primary School Nursery