**Starting in Reception**

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**Website**: www.lydbrook.gloucs.sch.uk

**Telephone**: 01594 860344

**Email**: admin@lydbrook.gloucs.sch.uk

**Induction arrangements for September 2022**

Reception children will start in school from Wednesday 7th September 2022, 8:45am until 1:00pm. For the first three days whilst your child gets used to being in reception they will attend part-time. This allows us time to get to know your child and them to become familiar with their new environment and expectations. It also provides staff with time to carry out the statutory baseline assessment children must undertake on entry to reception.

All children will attend mornings only 8:45am until 1:00pm. They will need a healthy packed lunch for these days.

The expectation will then be for all children to attend full time from the week of **12th September 2022.**

**School Times**

The door will be opened (by Early Years steps) at 8.45am. Staff will greet your child and you can bring your child to the door to be collected by staff who will help them with their belongings on their first morning/afternoon. Your child will then be gradually encouraged and supported to independently:

* hang up their coat
* put their lunch box on the shelf
* find their name card
* put their book bag away
* put their water bottle in the water tray
* self-register and start their day at school

Please try and help your child at the beginning of the day by being in plenty of time, so there is a smooth, anxiety-free start to the day.

Similarly, when collecting your child from school at the end of the day at 3:00pm (at the top of the Early Years steps). Please also let your child and your class teacher know -

Who is meeting them (if it is different from the person who brought them to school); To wait with me if, for some reason, you are not there.

Please inform the school office of any changes to who will be picking up your child at the end of the day.

Please help your child by not being late, (after 9.00 a.m.) but if you are late in the morning, then please take your child to the school office, so they can be signed in.

If your child is ill, please telephone and leave a message with the school office on the first morning of illness and before 9.30 a.m.

**Beginning of school day**

The class door is opened at 8:45am

**End of school day**

The class door is opened at 3.00pm

**Lunchtime**

Lunchtime is 12.05 – 12:55pm

**School Meals**

All children in Reception (and up to the end of Year 2) qualify for free-school meals under the Government’s initiative – Universal Free School Meals. Application for this entitlement must be made online using this link: [www.gloucestershire.gov.uk/freeschoolmeals](http://www.gloucestershire.gov.uk/freeschoolmeals)

This is a nutritionally balanced FREE lunch which follows strict Government guidelines and ensures your child gets a good meal every day.

It may also be worth checking to see if your child is eligible for Free school meals (Pupil Premium) which may allow the school access to additional funding for your child. This can be checked using the same link above.

If you do not have internet access please speak to the School Office.

**Cool Milk**

We are pleased to be able to offer the Cool Milk Scheme to all our pupils.   By registering your child for the Cool Milk scheme they can receive 189ml (a third of a pint) carton of semi-skimmed milk every day.   This is delivered fresh and chilled to their classroom every day.

Thanks to government subsidies, school milk is free for under 5s and for pupils eligible for Free School Meals and is subsidised for all pupils at around £15 a term

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**Packed Lunches**

We do encourage all Reception children to have a cooked school lunch each day. However if you prefer to produce a packed lunch it is important it follows nutritional guidelines as we promote healthy eating. All children have water with their packed lunch or they may bring their own drink to school. We also ask for support in not providing your child with sweets, chocolate, or fizzy drinks. We encourage your child to return all uneaten food in their lunch box, so you can monitor what they have eaten. For help with lunch boxes please visit

[www.nhs.uk/change4life](http://www.nhs.uk/change4life) select ‘Recipes’ you will then find some healthy lunch box ideas.

**School Uniform**

Children should wear sensible clothing and shoes and should be able to dress and undress themselves. We like to see our pupils wearing uniform and having a clear school identity. We would ask parents to provide children with sensible black shoes.

The school has adopted a preferred school uniform and would like to encourage the wearing of it where possible. We believe a uniform looks smart and adds to a child’s sense of identity and belonging to the school.

Sweatshirt Navy- with or without the printed school logo

Polo-shirt Navy- with or without the printed school logo

Trousers Grey/navy

Dress/skirt Grey/navy

Summer Dresses Blue/white

Shorts Grey/navy

**Branded uniform can be purchased online from either Price and Buckland or My Clothing using the following links:-**

**Price and Buckland:**  [**http://www.pbuniformonline.com**](http://www.pbuniformonline.com)

**My Clothing:**  [**http://www.myclothing.com**](http://www.myclothing.com)

**PE kit**

White t-shirt, black shorts to be kept in school in a PE bag. Black daps or trainers should be supplied. Once the children are settled we will inform you of the team they have been given and which colour T-shirt they will need.

**Waterproof Clothing**

Named Wellington boots may be left at school.

Please label all items of clothing with your child’s name – It is helpful to put their name on the hanging label (especially coats) as this helps children/adults to identify items of clothing quickly. Shoes should also be named where possible.

**At regular intervals please check all your child’s clothes are still named. Labels can often wash off and pen does not normally last more than a few washes.**

**Jewellery**

All jewellery, including earrings, must be removed for all forms of PE including swimming. Parents are asked not to have their child’s ears pierced until the child is able to remove their earrings themselves. No earrings can be removed by a member of the school staff. **Please note** – after ear-piercing it is recommended that studs are not taken out for 6 weeks. However they must be removed for your child to do PE. It is suggested that ear-piercing takes place at the start of the summer holiday so as not to interfere with your child’s lessons and learning..

**Accidents/illness at school**

All minor injuries are dealt with at school. The designated First Aid Officer (Mrs. Ruck) and all members of the Early Year’s teaching staff have up to date Paediatric First Aid training. For more serious injuries or illness we will need to contact you as a parent. At the beginning of each academic year you will receive a form requesting emergency contact telephone numbers, so that we know whom to contact. It is also important that we receive the new information if you change it. Emergencies will be taken straight to hospital.

Any injury that is treated in school will generate an accident report that will be sent home with your child at the end of the day. In the case or more serious injuries you will be contacted as soon as it happens.

**Medication**

Please try and administer medications before and after school. If your child requires medication during school hours the medicine must be labelled and taken to the school office by an adult who will need to complete an appropriate form. Parents must collect the medicine from the office at the end of the school day.

If your child requires regular medication (eg. Asthma), it will be held in the office and will be administered under staff direction. A Health Care Plan will be prepared for your child. Asthma inhalers are accessible at all times and are kept in the classrooms.

**Absence and illness**

At some time in their school life, children will have some kind of medical condition. For most this will be short term and it is the school’s view that in these cases, parents are responsible for their child’s health and should be kept at home if unwell or infections. Children suffering from any infectious illnesses eg. sickness and diarrhoea should not be sent to school until 48 hours from the last episode of vomiting or diarrhoea.

**School attendance/absence**

Regular school attendance is essential. Without it the efforts of the best teachers and the best schools come to nothing. Irregular attendance undermines the educational process and leads to educational disadvantage

It is the parents’ responsibility to inform the school of the reason for a child’s absence as soon as possible either by telephone, note or verbally. This should be followed by a note of explanation when the child returns to school. This is placed in the teacher’s register.

**Lateness**

A pupil arriving late may seriously disrupt not only his/her continuity of learning but also that of others. A pupil is marked ‘late’ if they are not present at the start of registration and where pupils miss registration altogether they will be marked as an ‘unauthorised absence’ for that session unless an adequate explanation is provided. The child and parent must report to the office if arrival is after the registration period where the late book will need to be signed. Absence is recorded on the annual report.

**Family Holidays**

As stated above, regular attendance is essential for the very best learning. Parents thinking of taking their children away should first try and pick a time during the school holidays. Only in exceptional circumstances will holiday be authorised during term time. Please refer the Attendance Policy. Absence request forms are available from the school office, or can be downloaded from the school website. Failure to ask for leave, or if the absence is not authorised, then the absence is recorded as unauthorised and is placed on the child’s annual report.

**Appointments (doctors, dentists, opticians)**

Again, it is important that your child is in school during school hours. Appointments should be asked for outside of school hours in the first instance. If it is an emergency then a note explaining the absence must be given to the teacher. When picking up or bringing back a child from an appointment an adult should report first to the school office to sign the child in or out.

**Things your child needs to bring to school on daily basis**

* Book bag (for reading books, newsletters, home/school book, letters and sounds book, letters – please encourage your child to bring every day)
* Water bottle (named and kept in classroom) – taken home each day for washing
* Lunchbox (if required, named)
* Coat (named)
* A hat and sun cream in warm weather

**Useful hints**

It is helpful for your child to wear clothes that are easy for them to put on and take off, and shoes that do not have laces. **Please label all items of clothing with your child’s full name, and show your child where their name is on their clothes**. Remember there will be more than 20 other blue sweatshirts/cardigans that all look very similar!

It is also helpful if your child can:

* dress and undress him/herself
* use a tissue
* use a knife and fork (if school dinners)
* wash hands and dry carefully
* tidy toys
* share toys and take turns
* use the toilet independently

**If your child is not yet able to do these things, the summer break will be an important time to ensure your child is school ready.**

**Induction period**

All children will start Reception on a part-time basis. This is to support your child with settling into the school routine and enabling them to get to know all the practitioners in the early years setting (Teachers, Teaching Assistants and Dinner Ladies).

**Settling into School**

Remember all children respond differently to starting school. As the staff working with your children, we endeavour to make their experience of school fun, familiar and secure. As a parent/carer you can help us by reassuring your child, being positive about school and being careful that your own anxieties do not influence your child. Remember some children will tell you every detail of their school day. Other children tell you nothing!

If you or your child has particular worries or concerns, just have a chat with the teacher (sometimes out of earshot of your child may be appropriate).

Remember your child is only four and may have ‘misread’ situations. Set your mind at rest and chat to us. On the other hand you’ll be surprised how independent your four year-old can be when allowed.

If you are concerned about your child’s behaviour please speak to a member of the team at the earliest opportunity.

**Learning Through Play**

The Reception year is the final year of the Early Years Foundation Stage (FS2). This is a very special time for your child and continues the journey from home and preschool and is the foundation of future learning and success.

The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning through play and learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

There are **3 prime areas,** these are:

* communication and language
* physical development
* personal, social and emotional development

The children are also supported in the following specific areas, which will strengthen the prime areas. These include:

* literacy
* mathematics
* understanding the world
* expressive arts and design

At Lydbrook Primary School we plan our Early Years Curriculum around the needs and interests of the children. The children will develop their skills and understanding through a mixture of play and adult-led activities.

**Talking**

For many reasons some children nationally come to school having problems with listening, speech and comprehension skills. It is vital for your child’s development that you allow time to talk. This should be with no other distractions, so your child feels they are being listened to. If a member of the team, or you as a parent/carer are concerned about speech and communication skills there are professionals we can ask to help. Early intervention is key!

**Helping Your Child At Home**

Play and communication are key ways in which children learn with enjoyment and challenge. At home with your child, you can provide opportunities both indoors and outdoors for learning through play. As a parent/carer you can encourage your child by switching off the TV/I-pad and providing:

Dressing up clothes (pieces of material for a range of characters) and props for imaginary games and role play

Cartons and boxes to build and make models and instruments with

Large boxes to make into vehicles, dens, whatever they imagine

Playdough to manipulate

Small world play e.g. Duplo, Lego, Brio, cars, trains

Puppets, soft toys, dolls, different size clothes

Pencils, pens, crayons, paints, chalks, different size paper

Mark making tools – to encourage children’s own attempts of writing

Greetings cards, magazines, catalogues for your child to cut up, stick, sort, discuss

Natural materials, e.g. cones, leaves, pebbles, shells to sort, compare

Water and sand play with different size buckets, containers, etc.

Wheeled toys, balls, bats for physical activity

Cooking together

Toys in the bath

Encourage your child to talk about what they are doing and play alongside them.

**Information sessions for parents**

Once the children have settled into school we will start to run some information sessions for parents to develop their awareness of the curriculum and how children are taught. In the past these have included:

Phonics

Reading

Writing

Maths, including Maths Passports

**Parking**

Parking around the school is very difficult and to ensure the safety of all of the children and as a healthy option we would encourage you to walk to school. If this is not possible please park in the village or recreation ground and walk from there.

If there is a need to drive to school there is a one-way system in place coming down from Worrall Hill.

**Correct number and letter formation**

It is very easy for children to learn bad habits in the development of writing. If you are encouraging your child to write please use the correct formation and a three-fingered (tripod) grip. Your child should only use capital letters to start their name. Please see the letter formation guidance sheet attached in this pack.

**My Final Check List:**

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|  | **Tick when completed** |
| Complete online application for universal free school meals |  |
| Apply online for free school meals/pupil premium entitlement |  |
| Register online for Coolmilk |  |
| Order school uniform |  |
| Order PE kit |  |
| Label all items |  |
| Complete school transport application (if required) |  |
| Ensure immunisations are up to date |  |
| Complete admission registration form |  |
| Complete parental consent form |  |
| Complete acceptable use agreement form |  |
| Return all forms to school |  |

Useful information:

School website: [www.lydbrook.gloucs.sch.uk](http://www.lydbrook.gloucs.sch.uk)

School office: 01594 860344