



Welcome to Goldsworth Primary School

A guide to Reception 2017- 2018

- The Intake Process
- The Early Years Foundation Stage
- Learning in Partnership
- A Typical Day in Reception
- Key Staff
- Absences
- Family Holidays
- Medicines
- Preparing your child for School
- Supporting your child once they start School
- School Uniform
- The Book Bag and its Contents
- Rewards at Goldsworth
- Key Staff
- Parking

The aim of this booklet is to provide a comprehensive overview of life in Reception at Goldsworth Primary School.

Welcome to Goldsworth Primary School

As starting school is such an important milestone in your child's life, we thought it would be useful for you to have a booklet with some information about the early years at school. You will also find enclosed some suggestions about how to prepare your child for school.

Our vision is taken from the Gold of Goldsworth to express what it means to be part of the Goldsworth community:

Growing together Opportunities for all Learning for life Daring to dream

We are wholly committed to this and it is evident on a daily basis. We take the education of children and young people very seriously and that is why at Goldsworth we strive to make every day matter. We encourage an active partnership between home and school and we aim to provide a safe, relaxed and friendly environment.

Your child will have an opportunity to visit us in school before they start, so it will not be all new on their first day. At the start of September, your child's teacher will invite you to an initial meeting for you to tell us about your child. This is a good opportunity to share any important information which may affect your child in school. We have a slightly staggered intake throughout September, but by Monday 25th September, all children will be attending school full-time. This enables children and staff to get to know each other in small group situations to help the initial settling in period. Information about this can be found in your pack.

The staff at Goldsworth are all looking forward to working in partnership with you and your child and hope they have seven successful years at Goldsworth.

The Intake Process

We understand that starting school is a very important time for children and parents alike. We hope the way that our intake process is set out provides ample opportunities for children and parents to feel comfortable with the school and get to know the Reception staff. Families have the opportunity to attend school for three visits before the summer holidays begin. This allows children to become familiar with their peers, classrooms and teachers and allows parents to form friendships too.

At Goldsworth, our Reception children begin their time at school through a staggered intake process. We have done this for a number of years and feel that it enables children to settle well into school life. We understand that this can cause difficulties for parents and childcare arrangements can be complex, however, this process takes place over two weeks and enables

us to settle the children in smaller groups per session. We strongly believe that through the staggered intake process children become familiar with their new setting, new adults and new peers in a small group situation. Although most children have had experience of attending pre-school, the expectations, environment and adult ratios are very different in school and can often be daunting. We aim for children to feel comfortable and secure in their new environments as quickly as possible and the staggered intake gives everyone the best opportunity to do this. When your child is attending school they should always enter and be collected from the Reception classroom entrances (via the infant gates).

The Early Years Foundation Stage (EYFS)

The Early Years Foundation Stage is a distinct stage with its own identity. We hope to continue the positive start your child has already had in their pre-school setting by offering learning experiences that are both adult-led and child-initiated. We offer a safe, caring and stimulating, but also challenging, environment where your child can reach their full potential.

Child Centred Approach

Starting with your child and what they know, we build on their success, always making activities enjoyable and challenging. We want to use their curiosity and enthusiasm to stimulate and develop a learning style that is suited to their needs. We believe that children learn best when they are happy and confident.

Active Learning

The EYFS is a hands-on, organised, play based (and sometimes quite messy!) curriculum. All activities are carefully planned to move children forward in their acquisition of skills, concepts and knowledge of the world around them. The planning is structured; covering all areas of the EYFS and providing children with new and exciting opportunities. Our classrooms and outdoor learning environments are carefully arranged to be rich and stimulating. The three Prime Areas (listed below) are fundamental, work together and support development in all other areas.

Personal, Social and Emotional Development - Children learn to play co-operatively, taking turns with others. They discover how to show sensitivity to others' needs and feelings and form positive relationships. They develop skills to speak in a familiar group, talk about their ideas, and choose the resources they need for their activities. Children will talk about how they and others show feelings, talk about their own and others' behaviour. They learn to work as part of a group or class, and understand and follow the rules.

Communication and Language - Children develop skills to listen attentively in a range of situations. They listen to stories, accurately anticipating key events and respond to what they hear with relevant comments. They answer 'how' and 'why' questions about their experiences and express themselves effectively, showing awareness of listeners' needs. Children learn to develop their own narratives and explanations by connecting ideas or events.

Physical Development - Children develop control and co-ordination in large and small movements. They move confidently in a range of ways and handle equipment and tools effectively. Children learn about the importance for good health of physical exercise and a healthy diet. They learn to manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.

The four Specific Areas (listed below) include essential skills and knowledge for children to participate successfully in society.

Literacy - Children learn to read and understand simple sentences. They use phonic knowledge to decode regular words and read them aloud accurately. They also demonstrate understanding about what they have read. Children learn to use their phonic knowledge to write words in ways which match their spoken sounds. They become able to write simple sentences which can be read by themselves and others.

Mathematics - Children learn to count reliably with numbers from one to twenty, place them in order and say which number is one more or one less than a given number. Using objects, fingers and then paper methods, they practise adding and subtracting and problem solving. Children use everyday language to talk about size, weight, capacity, position, distance, time and money. They learn to recognise, create and describe patterns using mathematical language in all their learning.

Understanding the World - Children learn about past and present events in their own lives and in the lives of family members. They begin to know about similarities and differences between themselves and others. They talk about the features of their own immediate environment and how environments might vary from one another. Children recognise that a range of technology is used in places such as homes and schools and select and use technology for particular purposes.

Expressive Arts and Design - Children learn songs, make music and dance. They safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function. They learn to represent their own ideas, thoughts and feelings through design and technology, art, music, dance, role play and stories.

Learning in Partnership

At Goldsworth, we believe that successful learning is a three way partnership between school, your child and you as parents. Your child will best succeed if we all work together as a team. This means taking an active interest in your child's learning, talking about what your child has learned at school, supporting them with activities such as reading or maths at home and having positive and open communication with your child's class teacher. Just as we will share your child's successes with you or discuss any concerns we may have, we hope that you will do the same.

Throughout your time at Goldsworth, parents are seen as important partners. This is especially true in the Early Years. We hope that you will collaborate with us to share information about your child and help us to understand what your child enjoys, what your child is good at and enable us to plan future activities to scaffold their learning. This happens in a variety of ways through the year. We will expect you to complete a questionnaire about your child, fill in the 'All About Me' booklet and attend Parents' Evenings for face to face discussion. We also provide opportunities for you to gain a better understanding of the learning your child takes part in at school. This is through our 'Curriculum Evening', Reading, Phonics and Maths workshops. These are a chance for you to experience hands-on, the resources and equipment your child uses in their learning and to see how they develop and learn through play every day.

Other ways to be involved...

As a school, we are lucky to have a very active and supportive PTA, 'Friends of Goldsworth'. 'Friends' organise a range of fundraising events throughout the year, including the Christmas Fayre, Summer Fayre, Family Camp Out, Cinema Night and Curry Night! 'Friends' are always looking to recruit more volunteers to help in any way possible. You can find more details of what 'Friends' do and how you can help on our website:

Parent Volunteers

We are always keen to involve parents in the classroom and after October half term, once children have settled in, we are happy to welcome parent helpers. If you can spare a couple of hours a week to come in to school and listen to children read, play games and generally help out in the classroom, then we are always grateful for the support. If you are unable to make a regular commitment, then perhaps assisting on trips and outings is something you could help with? If you are interested in helping in the classroom, please speak to your child's class teacher. All parent volunteers need to complete a DBS (previously known as CRB) check. Please see the school office for application details. This may take a few weeks to be processed and we cannot allow parents to help in the classroom until this is complete.

A Typical Day in Reception

8.40am The doors to each Reception classroom are opened and children can begin to come inside and put their coats, bags, lunchboxes and water bottles away. Reception staff are always on hand to greet children and parents at the door in the morning. However, if you need to speak to your child's class teacher at length and it is not urgent, please wait until the end of the day as they will have more time to talk and fewer children who need them! Please ensure that your child's teacher is informed of any changes to collection arrangements for that day either verbally or via a note. If plans for collection change during the day please contact the school office so they can inform your child's teacher. Class teachers will not let children go home with adults they don't know or recognise or with parents of other children in the class unless they have been informed of these arrangements beforehand.

8:50am All children should be in school by this time as they start their learning straight away. Gates to the infant playground are locked at 8.55am approximately.

Should you arrive after 8.55am, please take your child to the school office where they will be signed in, given a late slip and then shown to their classroom. Throughout the morning, the children have the opportunity to visit our snack bar during their morning or afternoon session. This is a fruit/vegetable snack provided by the Government scheme, however, we do ask parents to contribute to our snack bar to provide a variety for the children to choose from. This gives the children the opportunity to try different types of fruit and vegetables.

Children have milk in a small carton containing 189ml. Children under the age of five are entitled to free milk at school. For children who are over the age of five, milk needs to be paid for. If your child is receiving free milk, this automatically stops the week commencing their fifth birthday. Please contact the staff at www.coolmilk.co.uk to register your child's details and make payments where necessary. Should you have any problems doing this, please see the school office. Whether your child is entitled to free milk or not due to their age, they will not receive it unless they are registered at the website shown above.

Research shows that children learn better when their bodies and brains are hydrated. Therefore, children are encouraged to drink water throughout the school day. A named water bottle should be brought to school each day filled with water and is sent home every day to be washed and refilled. If your child is having a packed lunch, we would request that they have a separate drink in their lunchbox so their water bottle can remain in the classroom. If your child forgets their water bottle, they can get a drink from a water jug in the classrooms.

11.30am Lunch break begins and children eat in the School Hall. You may know that all children in Reception and Key Stage 1 (Years 1 and 2) are entitled to a free school meal. We would really encourage your child to have a school meal which will consist of a main course, dessert and drink. The Kitchen team are able to cater for a wide range of dietary requirements. Please speak to the school office if you wish to discuss your child's needs. If you wish your child to have packed lunches you may provide one, although sweets, fizzy drinks and nuts in any form are

not permitted. As a school, we encourage healthy eating and hope that this is reflected in packed lunch boxes.

Free School Meals and Pupil Premium Please note - if you receive benefits, we would ask that you still register for Free School Meals with Surrey County Council as we then receive additional funding in school. If you think your child may be entitled to free school meals (i.e. you receive Income Support), please ask at the office for an application form. Your request will be treated in strict confidence.

12.35pm Afternoon registration begins.

12.45pm Learning continues in the classrooms and outdoor areas.

3.15pm The school day ends. Children leave from the classroom doors but only when their collecting adult is seen by the classroom staff. If for any reason there are changes for collection please let the school office and your class teacher know.

At Goldsworth we pride ourselves on the range of after-school clubs we provide for children. In the past these have included, sports, art, construction, music, gardening and cooking. These clubs are available for children from Year 1 onwards. Goldsworth Primary also provides wraparound care before and after school in our 'Wise Owl Club' in the Qube, purpose built premises on site. Please contact Lee-Anne Van Heerden (Wise Owl Manager) or Niki Cotet (Trainee Wise Owl Manager) in the school office for details of fees and availability of places.

Please note that outdoor play equipment and resources are only to be used by children during the school day when adequate supervision is in place.

Key Staff

Early Years Leader: Mrs Vicky Wood- Moles Class

Mrs Jen Taylor – Mice Class

Miss Burns – Hedgehog Class

TA – Mrs Lisa Lewis

TA – Mrs Cathy Lambert

TA – Miss Georgia Dickman

Morning support TA – Mrs Jane Rice

Absences

If your child is going to be absent from school due to illness, please telephone the office before 9.30am each day that they are absent. If your child has a medical or dental appointment and will be late into school, please let your child's class teacher know verbally or via a short note. We also request that the office staff are informed of this. Please also let the office staff know if your child will require a hot dinner after their appointment. If you need to collect your child during the school day for a medical or dental appointment, please let your child's class teacher know in the morning and collect your child from the office at the agreed time where you will need to sign your child out.

Family Holidays

Family holidays during term time will not be authorised. If there is an exceptional reason (as determined by the Head of School) parents are required to complete a Leave of Absence form as soon as the proposed leave is known about. Leave of Absence forms are issued to parents from the school office. Parents will be notified of the outcome. Applications for leave of absence which are refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period. Any unauthorised absence from school is damaging to your child's education. It also gives children the wrong messages about the importance of their education which may lead to problems in their schooling. Good attendance and punctuality are important values for later in life.

Medicines

If your child needs to have medicine for a short time or for an ongoing period, a medical form must be completed and signed by parents at the school office. Office staff will then administer the medicine at the appropriate time. If your child uses an inhaler or has an epi-pen, please let your child's class teacher know. These will be kept in the classrooms and administered by staff as and when required. A medical form must also be completed at the school office.

Preparing your child for school

There are lots of things that you can do between now and September to prepare your child for school. To encourage your child to be as independent as possible, practise these activities to help prepare them:

- Dressing and undressing without help.
- Doing up buttons, buckles and zips.
- Hanging clothes on a peg.
- Using the toilet unaided.
- Using a handkerchief or tissue.
- Using a knife and fork unaided.
- Tidying away the toys he or she has been playing with.

Supporting your child once they start school

Once your child starts school there are lots of things that you can do to support them day to day, socially and in their learning:

- Arriving at school on time each day so your child has a calm start to their learning.
- Collecting your child on time at the end of the day to avoid anxiety.
- Ensuring your child has everything they need each day, such as their reading diary.
- Talking to your child about their school day.
- Asking your child ‘what have you learned today?’
- Looking at and talking about pictures, paintings or writing they bring home.
- Reading books with and to them.
- Attending assemblies and other school events.
- Developing your child’s social skills by seeing school friends outside of school.
- Please ensure all your child’s clothes are easy for them to put on and take off independently and quickly, particularly zips on coats some of which are often stiff and tricky to do up. If your child has shoes with laces please can you make sure they can tie their own laces.

Uniform

At Goldsworth we aim to make our uniform as flexible as possible for parents, so generic uniform such as trousers, skirts, shirts and green jumpers and cardigans (without the school badge) can be purchased from a variety of outlets. Should you wish to purchase items with the school badge on, including jumpers, cardigans, the Goldsworth book bag, PE bag, school fleece and school coat, these are supplied by Valentino School Wear in Knaphill.

The school’s PTA or the Friends of Goldsworth hold a second hand uniform sales throughout the year should you wish to donate uniform your children have grown out of or purchase items for your children. PE kits remain in school and are sent home each half term to be washed. They

should be brought to school on the first day of each new half term. The PE bag is also the perfect place to keep any spare clothes you may wish to store in school along with the spare socks and pants...just in case! Please do not underestimate the need to clearly name all items of school uniform and PE kit, even socks! When thirty children are changing for PE at the same time, items of clothing can go missing. Please use either sew-in, iron-on or a proper labelling pen and regularly check that your child's clothes belong to them, not to someone else and are still named!

The Book Bag and its Contents

The Goldsworth book bag is the most essential item on the school uniform list. Your child's book bag will also contain some books that are key to learning in Reception.

Reading Books

In the first few days of your child starting school they will receive a reading book. This is a book for you to share with your child, to read to them and to talk about the pictures. As your child begins to learn their letter sounds, they will start to read some simple words in the book. Children will be assessed on their reading progress at various points throughout the year.

Phonics

Once your child is in school full time, they will begin to learn their letter sounds or phonics. Each week they will have a new set of letter sounds in to practise at home. At Goldsworth we teach phonics using resources from the 'Letters and Sounds' document. At school, children will learn the sound that a letter makes, learn the shape of the letter and learn an action that accompanies the letter. This approach means that whether your child learns best by looking at the letter sound (visual learner), listening to the letter sound (auditory learner), or by doing the action for the letter sound (kinaesthetic learner), they should begin to learn their letter sounds easily and quickly. Please take the time to practise these sounds at home with your child as it will help their reading development. Once your child has learned a selection of letter sounds, they will be able to use these to build words. You will receive 'word tin' words these will be 'Tricky Words'. These are words that cannot be read by segmenting and blending. Examples of these words include: the, she, he, me. Tricky Words need to be learned by heart and often appear in reading books, so are vital in reading development.

Communication Book

At school, Reception Teachers complete an Early Learning Journal. This is an ongoing record of your child's time in Reception that documents their achievements and allows us to plan their next steps in learning. The communication book is a means of communication between staff at school and parents at home. We would ask that parents write a weekly comment, sharing examples of activities you do at home as a family or recording achievements in your child's learning that you feel are significant. For example this could include writing their name independently; riding a bike without stabilisers or saying something interesting in a

conversation. As we move through the school year, we hope that completing this book will become a shared activity with your child where they are writing sentences and drawing pictures of events that they feel are significant in their own learning.

Behaviour as a class

Each class has an empty jar in September and when the whole class does something well, for example, tidying up, working together, listening well or behaving sensibly, the class can earn a cube for the jar. When they fill the jar, the whole class is rewarded with a treat. This could be a small tea party, an extra play outside or a mini movie. The jar is then emptied and the system begins again. Each class also has individual rewards; all the children begin with their name on the rainbow. They get to move up their name to the sun and then the star when they do something kind, thoughtful or behave well by making good choices.

Parking

At Goldsworth, the safety and well-being of everyone is paramount, so parents are not allowed to bring cars into the school grounds between 8.30 – 9.15am and 3.00 – 3.45pm. We actively encourage families to 'park and stride' to school by parking nearby and walking into the school grounds.