



Reception Welcome Booklet

*Helpful information for
Starting School (2024)*

Contents

		Page Number
1.	Welcome	3
2.	School day	4, 5, 6
3.	Child's Health	7
3.	Other Routines	8
4.	Uniform	9
5.	Church School	10
6.	Vision/Ethos	11
7.	Curriculum	12
8.	Communication	13
9.	Seesaw	14
10.	Events	15
11.	Celebration	16
12.	Inclusion	17

Welcome

Welcome to Reception,

This booklet will provide you with some of the relevant information that you need as your child starts Reception. We hope that it will help towards a strong start and smooth transition in September and hope to answer some of the questions you may have about your child's time in our Early Years Foundation Stage.

At Newbottle and Charlton, we recognise that parents are children's first and most important educators. We therefore hope to establish a strong working partnership and this handbook is one of the first steps towards this. Please do look also at our website for further information including our school policies.

How our school is organised

Pupils are taught in mixed year classes. They are, this year, divided up as follows:

- OAK: Reception
- ASH: Year 1 and Year 2
- ELM: Year 3 and Year 4
- BIRCH: Year 5 and Year 6

EYFS Team



Oak Class - Reception Staff

- Reception Teacher- Miss Dooley
- Reception Teaching Assistants- Miss Rosoman and Mrs Hunt

Other key staff for reception parents

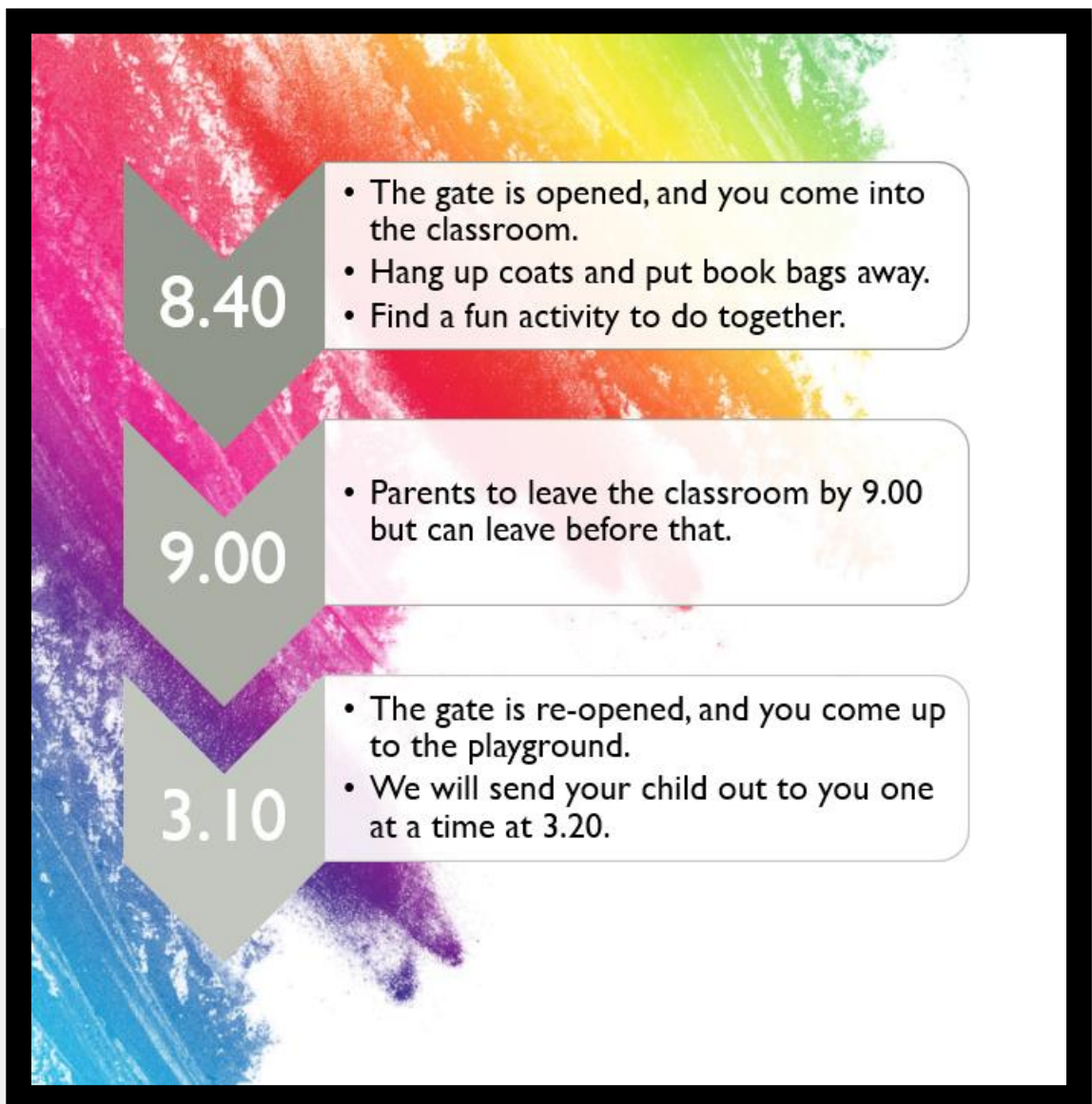
- Headteacher- Mr Smith
- Inclusion Lead- Mrs Lovesay-Bonham
- Office Administrator- Mrs Marsella- Brookes

The School Day

Settling In

Beginning school can be an exciting yet nerve-racking time for children and their families and we are here to make your child's transition a smooth and positive experience. This document will help guide you through the 'ins and outs' of the basics. We know that some pupils will skip happily in straight away and some will need a little more persuading at first. That is why we invited parents into the classroom to settle your child in. When we feel they are settled in, we will invite children to say goodbye to you at the gate.

The children will start school full-time on Wednesday 4th September. If you feel this may be too much for your child, then do please come and speak to us and we can discuss a more staggered start.



The School Day

- **Morning session** 8:50am-12:00pm
- **Afternoon Session** 1:00pm-3:20pm

Children will have a morning and afternoon break-time of around 15 minutes

- **Morning registration** is 8:50am
- **Afternoon registration** is 1:05pm

Children will attend whole school collective worship when we think they are ready- (This includes a weekly celebration assembly- where parents can attend. This is a time to share key achievements of the week. Your child may receive a certificate and we will send a text to let you know.)

- **Breakfast Club** - 7:40am-8:40am located in the Meadow- Come through the blue front door (near the playground entrance). This is run by the school- Supervisor- Polly Taylor.

See our policy online for more details- This can be booked by emailing or phoning the office and a session will be booked onto the School Money Account. This is an account where you can pay for Breakfast club, trips and other school/PTFA events. We aim to be a cashless school. You will receive details of setting this up on your first day of term.

After School Club (Kidz Club) 3:30pm-5:30pm located in the Meadow- Come to the front entrance to collect your child.

This service is run by Rhino Sports Academy- Sessions can be booked via their website- Click-

<https://www.rhinosportsacademy.co.uk/newbottleandcharlton>

or see link our school website.

Extra- Curricular Clubs

At Newbottle and Charlton we offer a range of clubs in addition to our wrap-around care- Breakfast Club/ Kidz Club.

These are a mix of clubs run by teachers/staff with no cost (as volunteering) and other external staff (with a small cost).

A list of clubs will be sent out every long term (3x a year) for you to sign up your child. These usually go on until 4:20 (free)/4:30 (paid)

The School Day

If you are going to be late or would like someone else to pick up your child, then please contact the office via phone or email.

Pick up information and password


Dear Parents and Carers,

Whilst we are getting to know and recognise each family, we ask that you let us know who will be picking your child up for the first few days at school and provide a password in case we don't know/recognise you.

If someone different is coming to collect your child, then please phone the office and let us know - we won't be able to let your child go with someone different if we haven't been informed.

Date	Name of adult/s collecting	Password
Wednesday 6 th September		
Thursday 7 th September		
Friday 8 th September		
Monday 11 th September		
Tuesday 12 th September		
Wednesday 13 th September		
Thursday 14 th September		
Friday 15 th September		

Kind regards,
Miss Dooley



Attendance and Punctuality

Gates open at 8:40am and close at 8:55am. It is very important that your child arrives on time each day as we begin learning activities straight away.

The school gates are only opened at the beginning and end of the day, so if you are late or need to collect your child early, you will need to come to the main school entrance.

Please be aware that holidays in term-time are not encouraged. Details of the school term times can be found on our school website

Child's Health



If your child is ill...

If your child is ill and needs to stay at home, please telephone the school to advise us of the situation. This must be done each day of absence. Press 1 when phoning the school to report an absence by 9:30am- giving the reason for the absence.

Please ensure they are fully recovered before they return to school to prevent the risk of spreading infection. Please note that children with any form of sickness or diarrhoea must be kept at home for at least 48 hours after the symptoms have cleared.

Medical Conditions

If your child is asthmatic and requires the use of an inhaler, please discuss this with Miss Dooley. We will need an inhaler to be kept in school which should be clearly labelled with your child's name and full instructions on its use and dosage.

A medical information form should be completed and signed by parents giving us all the necessary information. If your child has any other medical conditions, please inform the school immediately so that a personal care plan can be agreed and put in place.

Please inform the staff if your child has any allergies or needs a special diet for medical reasons.

Toileting

We would expect your child to be fully toilet trained when they start school unless there is a medical or developmental reason, but we do understand that accidents can happen. It's a good idea to keep spare underwear/socks in your child bag - just in case! If your child has an accident, the class teacher/ta will support them in getting changed. Please let us know if this is an area of concern for your child so that we can support their needs.

Other Routines

Milk, Water and Snack



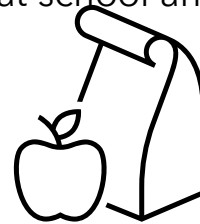
Your child will be entitled to receive free school milk, provided for by Cool Milk, until they turn five. In order for your child to receive milk, you will need to register online- see leaflet.

Once your child turns five, you have the option to pay for school milk if you still wish for them to receive it - this usually costs around £14 per term.

Free Fruit is also available for children in EYFS and Key Stage 1. We ask for a donation to this for Key Stage 2.

Every child is given a water bottle which is kept at school and which they can drink from at any point in the day.

Lunchtime



Children are able to have a school dinner, prepared in our school kitchen, or bring a packed lunch in from home. Please book your child's school meals via Fresh Start (our catering provider).

As part of a government initiative all school age children under the age of 7 are entitled to a free school meal, and we hope that all children will take up this offer.

However, if you think that you might be eligible for free school meals, please speak to the school office as this may entitle you to other benefits

Please inform the staff if your child has any allergies or needs a special diet for medical reasons.

Uniform

The wearing of school uniform is compulsory at Newbottle and Charlton CEVA Primary School. Please ensure all uniform is named. Uniform that has the school logo can be purchased from our Uniform provider, School Trends.

<https://www.schooltrends.co.uk/uniform/NewbottleandCharltonCEPrimarySchoolOX173DN>

Uniform to be worn

- Blue sweatshirt/cardigan, plain or with school logo
- White or light blue polo shirt, shirt or blouse
- Black/grey trousers, skirt, skirt or shorts
- Blue and white checked dress / short/top
- Black flat shoes (not trainers)
- Grey/black tights and plain socks.



Coats

Children are expected to bring a waterproof coat to school from generally Oct- April. Obviously weather conditions vary but on particularly cold days children will not be allowed out to play without a suitable outer layer.

Accessories

Children in winter months will be allowed to wear gloves, a hat and scarf are required. In the summer months, children will be required to bring in a sun hat and will not be allowed into the sun at lunch-time if they do not have one in school.

Footwear

Parents are asked to send their children to school in plain, flat, black school shoes (Could be trainer style). For PE, children will be required to wear trainers appropriate for outdoor sporting activities.

PE UNIFORM

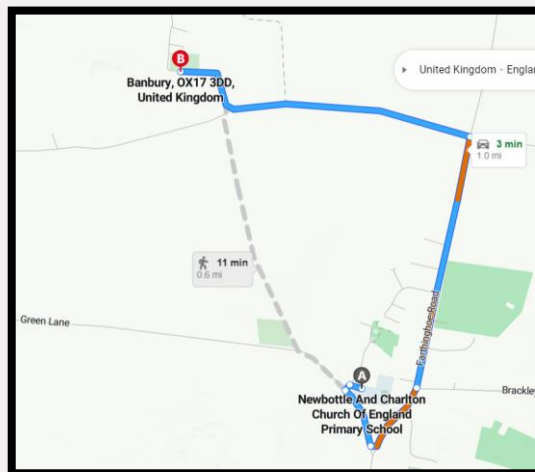
- Plain, white t-shirt (no logos or football shirts) or coloured team t-shirt with school name on.
- Plain black or blue shorts- Compulsory for indoor PE lessons
- Plain black, blue or grey jogging bottoms / jumper for outdoors in the winter
- Children will be required to wear their PE Kit on specific PE days when will be communicated via the newsletter and class letters. Our policy also enables children to dress accordingly to the weather that day and layer where necessary.
- A change of clothes may be requested depending on the weather conditions and activity being carried out.

Church School

We are a Church of England school with a Christian ethos. Religious Education is delivered to all children as part of the curriculum and is in accordance with the locally agreed Religious Education syllabus from the Peterborough Diocese. Children therefore study a range of religions throughout their time in primary school. These include: Christianity, Judaism, Islam, Hinduism and Sikhism.

Collective Worship is part of every assembly. It is an important time of the day when the whole school meets together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Because we are a church school, assemblies/worship are of a Christian nature, but due consideration is given to the multicultural society we live in. We have regular visits from different local clergy into school.

As a church school, we attend services at the church regularly throughout the year to celebrate key Christian festivals. Harvest (Sept Oct), Christingle- Year 3-6, Christmas, Epiphany, Lent and Easter. Parents and members of the community are always invited to join us and are well attended. See map below for directions. As a school we walk to church across a field and you are welcome to join us or meet us there.



Parents have the right to withdraw their children from religious education and collective worship should they so wish. If parents do not wish their child to be taught the agreed syllabus or take part in short acts of collective worship, then they should inform us in writing. Their child can then be excused and suitable alternative arrangements made.

Vision/Ethos

At Newbottle and Charlton Church of England Primary School we are building a community where children are more than just educated and where all feel safe, supported and cared for. Our mission statement and school bible verse, '**Let all that you do be done in love; Every person matters, every moment counts**'; Paul's First Letter to the Corinthians 16.14) are at the heart of everything we do. Like St Paul we seek to foster unity in our diverse community by following Christ's new commandment that we should love one another (John 13.34). is at the heart of everything we do.

Our Values wheel voted by staff, children and parents has love/compassion at the centre. These are focussed on throughout the curriculum and all stakeholders try to all demonstrate on a daily basis.



British Values

As a school we promote British Values to ensure young people leave Newbottle & Charlton prepared for life in modern Britain. We have a duty to 'actively promote' the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Early Years Curriculum

- Activities in reception are carefully planned and organised in order to provide a range of learning experiences.
- Planning for each term is carried out using a topic-based approach, following the children's interests and responding to specific events.
- There are 7 Areas of Learning in the Early Years Foundation Stage (EYFS), which activities are planned around:
 - **Personal, Social and Emotional Development**
 - **Physical Development**
 - **Communication and Language**
 - **Literacy**
 - **Mathematics**
 - **Understanding the World**
 - **Expressive Arts and Design**
- Throughout the EYFS, children will be working towards the Early Learning Goals. These describe the level of attainment expected at the end of your child's reception year in school.

A typical day....

Morning

- Phonics (from 2nd Week- Essential letter and sounds programme)
- Maths
- Literacy

Afternoon

- Topic
- PE
- Forest School (1 term)
- RE

Communication

Please ensure that the office has an up-to-date mobile phone and email address for you as they will be used as the main form of sending important information.

An effective and mutually supportive two-way dialogue is crucial if children are to achieve their full potential and this is something our school does very well. We have a very active and supportive parent community where everyone is made to feel valued. Parental opinions are sought and where appropriate, acted upon. The school operates an "open door" policy and parents are actively encouraged to come into school and to see their child's teacher or the head teacher if they have questions or concerns.

Ways in which we keep you informed/communicate with you

Weekly Newsletter and various letters

School Text Service

School Website-
Key updates and policies

Email or phone call

Online Journal-
Seesaw

2x Parents Evenings

Information Evenings

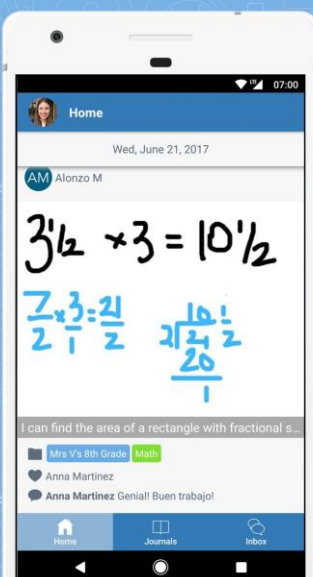
Seesaw

Seesaw is the leading learning experience platform.

Children will receive a log-in at the start of the year which will last the year. If you do lose your log-in for any reason, please contact us for a replacement.

- Features of Seesaw Journal – A record of your child’s submitted work which can be viewed and accessed on the Journal tab.
- Children are able to add Photos, Videos, Notes, Links and Upload documents and files from a device.
- Activities – Miss Dooley may post activities for your child to complete to the Activities section of Seesaw. To view the activities, click ‘Activities’ on the navigation tab. Activities will be displayed on the left hand side of the screen.
- Miss Dooley will mainly use Seesaw to showcase the brilliant learning happening in Oak class, but will occasionally post reminders/requests on there too.

Seesaw is a safe space. Your child’s journal is private and secure.



Families connect to their child’s Seesaw journal to participate in their student’s learning, see student work and key school events.

Families can connect to their child’s journal on the **web** (app.seesaw.me) or by downloading the **Seesaw App**, available on iOS and Android.

When families connect to their child’s journal, they can only see their individual child’s work, or group projects that their child is tagged in.

Events

There are a range of events you are invited to led by the school:

1. Weekly Celebration Assembly-See celebration section for more details
2. Regular invites into school to see the child's class and talk to them about their work
3. Nativity- Children take part in a Nativity in Year R, 1 and 2 in December. A well-loved event by parents.
4. Mothers' Day and Fathers' Day Tea- Invitation to come and hear the whole school sing songs while enjoying a cup of tea
5. Maypole and country dancing- Come and watch the whole school dance as a May celebration
6. Sports Day- Come join us for the whole day or just the afternoon (Team sports in morning, traditional running races in the afternoon.
7. Church Services at our local church
8. Parents Evening x 2 a year (in October and March)

We have a strong PTFA and they have been instrumental in securing money for works, resources and activities that the school budget cannot possibly cover thus enhancing the curriculum for all pupils in the school.

All parents are welcome and encouraged to join- You don't necessarily need to come to meetings, but you can help get resources for events, help set up/clear up or even support supervise key events with our staff.

There are a range of whole school events your child is invited to led by our PTFA. Each year we have a few different events, but our regular yearly events include the following:

1. Film Nights- Children can attend and watch a film after school
2. Discos- Children can attend and join in dancing and singing to their favourite tunes (Winter and Spring)
3. Mini Mud Run- Children take part in a water and wild obstacle course on the playground (you are invited to watch)
4. Family Enterprise Event- Why not work with your child to create a business to sell your items at our Mayday event.

Other fundraising ideas- Christmas and Easter Hamper Raffles, Non-uniform days

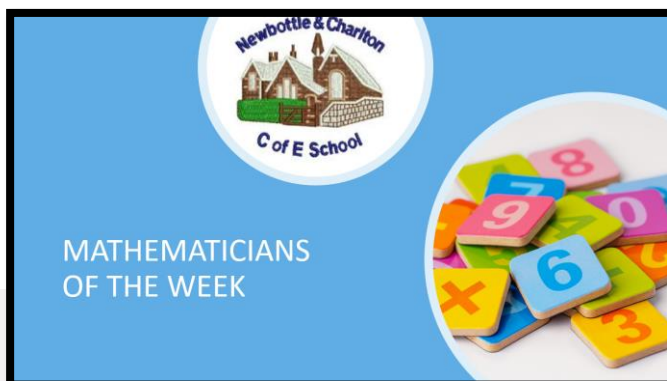
Celebrations

Celebrating children's achievements and progress is a fundamental part of our school. We do this in a number of ways and our staff understand that a quiet word of personal praise can be as effective as a larger, more public one. The use of praise in developing a positive atmosphere in the classroom cannot be underestimated.

Staff support each other with positive praise- Tell other adults you have praised someone so they can reinforce and praise too.

Other classroom celebrations include showing work to other adults including the headteacher, stickers and positive postcards which are written in the moment and are given out at the end of the day sharing something that has happened that we feel should be celebrated with you.

On Friday we have a special Celebration assembly. This is generally at 2:40pm and all parents are invited to attend. Staff nominate certain children for a range of certificates including ones in reading, writing and maths.



We also have our VIPs who are nominated for achievements in other areas of the curriculum or for demonstrating our values and ethos. Mr Smith may nominate someone for a special recognition award and other awards also include our active award (those working really in and out of lessons developing skills in PE and keeping active).

We will send you a text if your child will receive one of these certificates so you can attend if you are able to.

We also celebrate other achievements outside of schools including outside clubs or other achievements and children are welcome to bring in medals and certificates to you school to share these in the assembly.

Inclusion



Children with SEN are identified early and effective measures are put into place to ensure they achieve their potential. We have a number of staff trained in different aspects from precision teaching to speech work to general learning difficulties. We do also work with outside agencies to implement support and strategies for pupils with a wide range of difficulties.

Currently 16% of pupils in the school have been identified as having a special educational need. These range from speech and language; dyslexia; physical difficulties and learning difficulties in reading, writing, spelling, maths.

Our Inclusion Lead is Mrs Hannah Lovesay-Bonham.

When a teacher is concerned about a child they discuss this with the inclusion lead and also the parents. We use the SEND Ranges and other documents and observations to support identification of any underlying needs and plan provision. If a child is placed on the SEND register, an individual Learning Plan is written for the child outlining strengths, needs and clear targets to work towards each term specific to their learning difficulty. This Learning Plan is reviewed throughout the term and then formally reviewed by the teacher, Inclusion lead and parent at the end of the term. Where appropriate, new targets are set for the following term.

Occasionally, the child's needs cannot be met solely through the school's interventions. On these occasions, the advice of experts is invited, including the Educational Psychologist, Community Paediatrician and Speech and Language Therapist. This is always done with the support of parents who are included in meetings and kept informed of their child's progress regularly. It may be that a child requires an Education, Health and Care Plan (EHCP) to provide long term support. Sometimes the intervention strategies employed by the school are so successful that the pupil can be removed from the SEND register. We have an excellent record with SEND pupils who make good progress whilst here. They are included in everything and encouraged and nurtured by all staff.

The school works hard to ensure children with SEND are not stigmatised and we are very proud of the fact that our children are very supportive of one another - no matter what their ability.

More information can be found on our website-

<https://www.newbottleandcharlton.co.uk/send>