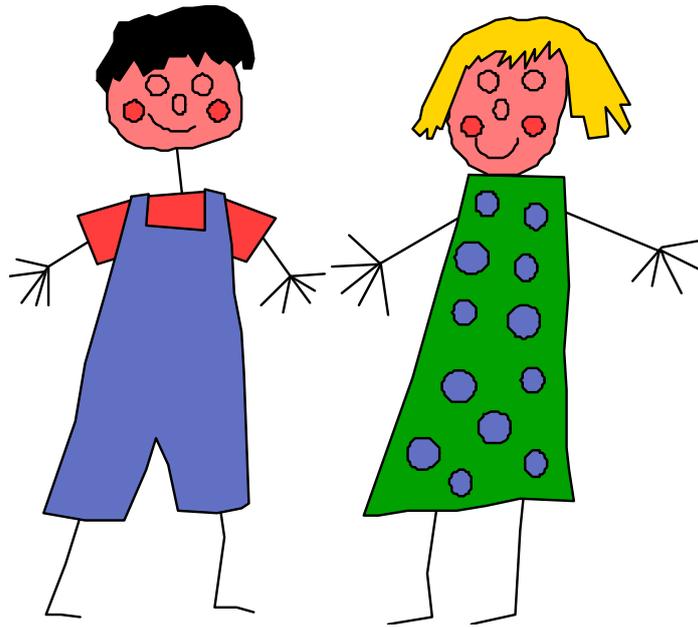




Navigation Primary School

The Early Years Foundation Stage



**Welcome to Reception
General Information**

Reception RKM: Mrs K Milton
Reception RLE: Miss L England

Teaching Assistants-Mrs Webb and Mrs Harris

Welcome

Welcome to our school. We hope you find this leaflet helpful to answer some of your questions and make starting Reception class a happy event for you and your child. This will be one of the biggest steps in your child's life therefore we strive to foster a positive partnership between parents/carers and the staff, in order to make your child's education a happy and memorable time!



Mrs Harris, Miss England, Mrs Milton and Mrs Webb

Session Times

Morning: 8.50am-11.30am

Afternoon: 12.45pm-3.25pm

Coming in

The Reception doors are opened at 8.50am. Parents/Carers are encouraged to come into the classroom for the first week or so and work with their child for a few minutes, until they are happy and settled in their play. Obviously, during the first few days of your child starting Reception you will be welcome to stay with your child for a little longer if you feel this is needed. In Reception we encourage children to become independent as quickly as possible; therefore we are keen for children to be encouraged to come into school 'on their own'.

Going home

At the end of a session, staff will ensure that each child is seen individually to their parent/carer. Therefore, if someone different is collecting your child please inform a member of staff of the change. Please see 'Ways to help your child' for further information.

Clothing

Uniform

Children in Reception class are expected to wear school uniform (see school prospectus). We ask that children wear polo shirts rather than shirt and tie for ease of changing and safety reasons. **Please ensure your child's name is clearly marked in their clothing.**

P.E

We will have a P.E session once a week. For P.E we ask that each child has pumps with Velcro fastenings, black shorts and white T-shirt, all clearly named in a named draw string bag. Please note: your child will not require joggers or trainers as detailed in the prospectus.

General

We will be making great use of the outdoor environment to enhance our learning. Therefore we ask children come to school with a coat every day; during the winter months with a hat and gloves (named), and a sun hat during the summer months. We also ask that on sunny days, sun cream is applied prior to your child coming to school.

Snacks

Please send a named, filled water bottle into school every day. This should only be filled with water. As a healthy school, we do not permit juice or flavoured water. Every child can choose to have a drink of water and a piece of fruit throughout the day at school.

Illness

If your child is absent from school, please telephone to let us know. The school number is 0161 912 5937.

Infections are very easily transmitted to other children at this age, so if you suspect that your child is not well; please keep him/her at home. If your child has been sick or suffered with diarrhoea, it is imperative that they do not return to school for **48 hours**. We do have some information in school should you need further advice with this.

Please also notify us of any allergies your child may have.

Foundation Stage Fund

We ask for a voluntary contribution of £1 a week, which can be paid into the class moneybox found on classroom windowsills. This money is always greatly appreciated as it allows us to carry out additional activities to enhance the children's learning, such as cooking, food tasting and buying 'pets' to watch them grow and develop (such as caterpillars' eggs).

Parent Helpers

All parents are welcomed and encouraged to take part in school life. We ask for parents to help out on special occasions, such as school outings, as your support is very much appreciated. If you would like to help in school, on a regular basis, please see a member of staff for further details. NB all parental help in school is subject to a DBS check.

Ways to Help Your Child & their Teacher

- If someone else is collecting your child, please let us know who this will be. For the purpose of safeguarding, we cannot let children go home with anyone else unless it has been pre-arranged by the parent or carer.
- We have a Post-It system at the doors of both reception classes; you can leave us a message on one of these and stick it onto the window. They are checked daily for parental messages of any kind.
- If you are unable to bring your child on time, please telephone the school office (912 5937) to let us know.
- If you need to speak to a member of staff, try to arrive early, or see us at the end of the session.
- Inform staff if anything happens at home which might affect your child at school. Information is always treated in strictest confidentiality.
- If your child seems unhappy at school, or worried about something, please speak to a member of staff so we can help.
- Inform us immediately of any change of address or emergency contact number.
- Never use school or staff as a threat.
- Leave toys at home as they may get lost or broken if brought to school.
- Have your child's name in their coat, hat, gloves and uniform.
- Encourage your child to put on, take off and hang up their own coat.
- Please bring your child's book bag, reading books and reading record to school every day.