



**HEBER**  
PRIMARY SCHOOL

*All belong, all achieve.*

**Welcome to Heber School**

**Reception Handbook**

We would like to take this opportunity to thank you for choosing Heber Primary School for your child and to welcome you and your child to Reception. The Reception Team consists of two teachers, three Early Years Educators and additional support staff when required. There is also an Early Years Leader who is a port of call if you have any concerns or queries regarding your child's time in Reception.

We aim to work together as a team, with you as parents and carers to ensure that your child settles quickly and easily into school, enjoys their year in Reception and makes good progress towards entering Key Stage 1.

We want to ensure that all children feel included, secure and valued within the class and the school as a whole. We also aim to provide rich and stimulating experiences, delivering the curriculum in such a way as to enthuse the children whilst meeting their individual needs, and gaining the right balance between adult-directed and child-initiated learning.

The practitioners in the classroom will carry out regular observations and assessment of each child in order to respond to the children's needs in their planning and ensure progression for each child. The preliminary transition period not only allows your child a settling-in period but enables us to understand their abilities and needs from the outset.

### **The Curriculum**

We plan according to the Early Years Foundation Stage. This is divided into the following seven areas of learning. These consist of three main prime areas and four specific other areas.

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
  
- Literacy
- Maths
- Understanding of the World
- Expressive Arts and Design

Each area is separated into broad phases of development which lead towards Early Learning Goals. We aim to support your child in achieving these goals by the end of their year in Reception.

### **The Timetable**

Please find a copy of your child's timetable below:

Monday	Tuesday	Wednesday	Thursday	Friday
Arrive Self-registration	Arrive Self-registration	Arrive Self-registration	Arrive Self-registration	Arrive Self-registration
Guided reading	Guided Literacy / Numeracy activities	Guided Literacy / Numeracy activities	Creative guided/Singing assembly	KUW guided
Phonics	Phonics	Phonics	Phonics	Phonics
lunch	lunch	lunch	lunch	lunch
Guided teaching input	Guided teaching input	Guided teaching input	Guided teaching input	Guided teaching input
Guided reading	Guided Literacy / Numeracy activities	Guided Literacy / Numeracy activities	Creative guided	KUW guided

The timetable is designed to allow a balance between adult directed learning which takes place in the mornings and afternoons and opportunities for child-initiated learning will be throughout the day covering all areas of the curriculum.

We would like to take this opportunity to highlight some guidelines for Reception.

### **Beginning and End of the Day**

The Reception day begins at 8.40am and Reception children should enter via the Jennings Road Gate. As a school, we stress the importance of punctuality and ask that your child is brought by an adult on time. Your child is to be collected by an adult at 3.10pm from the Jennings Road Gate. If someone other than the parent/carer is picking up your child, please inform the school office who will notify the class teacher; we will not allow children to leave with another person without authorisation. If your child has not been collected by 3.20pm, they will be taken to the office to wait. *\*Please note, times are subject to change but we will inform you of any changes as soon as possible.*

## **Encouraging Independence**

We ask that you say goodbye to your child in the playground and support us in encouraging your child to be independent by putting their coats, bags etc. in the correct places on their own. You can help to improve their confidence in everyday skills at home by helping them learn to dress and undress, go to the toilet, wash their hands, tidy up, and express their emotions through talk.

## **Attendance**

As with punctuality, we have a strict policy on attendance. If your child is absent from school for any reason, please call or email the school office on the first day of absence before 10.00am to inform us. On their return we may request a letter or medical proof stating the dates and reason for absence. Term time holidays will not be authorised.

## **Illnesses**

We follow NHS guidelines as to when a child should return to school after an illness to prevent the illness from spreading. For example, a child who has diarrhoea or vomits should only return to school 48 hours after the symptoms have gone. Please refer to the NHS guidelines or speak to the school office for assistance.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

## **Clothing**

We encourage you to provide your child with the Heber school uniform which is available to buy from the office. The blue sweatshirts and white polo shirts are to be worn with grey trousers, skirts or dresses. Children may wear grey shorts or a blue gingham dress in Summer.

As physical development is an integral part of the Foundation Stage Curriculum, your child will not require a PE kit to change into for discrete PE lessons.

Please ensure that all items of your child's clothing including hats, gloves etc., and especially jumpers are labelled with their name. We recommend using a permanent pen or sewing in name labels. Your child will be provided with a labelled peg on which to hang their clothes. We do not take any responsibility for lost items. Lost property can be found through the school doors on the ground floor from the Lordship Lane Playground.

## **Outdoor Area**

Children will have the opportunity every day to access the curriculum in our designated Reception outdoor area. We ask that they bring appropriate outdoor clothing, particularly in cold or wet weather. In summer, please ensure they are wearing sunscreen and bring a hat.

## **Outdoor Learning Sessions**

Once a week the children will attend an outdoor learning session at the Alleyn's woods. The children will attend in groups of 15. This is an excellent opportunity for the children to develop their social development, investigation and problem-solving skills. The children will be taught about how to explore nature safely and learn about the natural world.

Your child will need:

- Raincoat / old coat
- Old clothes e.g. trousers, t-shirt, jumper
- Appropriate shoes e.g. wellies, trainers
- Appropriate hat for the different seasons

## **Phonics**

At Heber we follow the Letters and Sounds programme alongside the actions of Jolly Phonics. The children will work through the different phases, initially focussing on phase 1

activities and by the end of Reception being exposed to phase 4/5 words and sounds. The children will begin with focussing on rhyme and alliteration and then building on their letter recognition, alongside learning the sounds these letters make. The children will also learn a number of 'tricky words' such as 'I', 'to' and 'the'.

### **Food and Drink**

Children are able to access fruit and water throughout the day. A personal water bottle can be brought in and put on the snack table.

### **Cooking Fund**

We ask parents for a contribution of £6 per child per term to help buy the food and ingredients for our cooking activities.

### **Medication**

If your child has been prescribed ongoing medication such as an inhaler or medication for an allergy, a care plan must be completed with the school nurse. This medication will be kept in the school office. We do not administer any other medication within the school.

### **Toys and Money**

Unless otherwise informed, children are not allowed to bring toys or money into school. We have plenty of things to keep them busy during the day so there is no need, and we do not want to run the risk of them getting lost or broken so let's keep them for reward times. If your child has something of interest to show the class, especially if it relates to the current topic then they may bring it in. Please label the item with your child's name and ensure they give it to the teacher in the morning.

### **Rewards and Sanctions**

In order to have a happy classroom, we have rules that must be followed so please encourage your child to do so. We have a positive approach towards behaviour management and believe that praise is key to a child's confidence, behaviour and attainment. In addition to our positive words, each child has a reward sticker chart and will receive a prize when 15 stickers are earned. A class reward is also used for when the whole class are working together to follow the rules.

If rules are broken 2 warnings are given before a child is sent to the thinking chair. After 4 warnings they are sent for 15 minutes' time out in the neighbouring class. 5 warnings will mean time out for the whole session in another class. It is very rare for children in the Foundation Stage to surpass 2 warnings.

### **Home-School Links**

We aim to develop and encourage home links, and gladly welcome your help and support. If you have a particular skill or interest that you think the children (or we) would appreciate then please let us know. Or maybe you have some spare time in which you would like to come in and help, an extra pair of hands is always appreciated. You will be informed of the children's topics so if you think you could contribute then please speak to one of the team.

We value parent's views on how your child is progressing and to support this we encourage you to fill in 'WOW' vouchers that are added to your child's learning journey books. These are a fantastic way of celebrating all of your child's achievements and things that they are proud of.

If you have any questions or queries regarding your child's schooling please do not hesitate to talk to a member of the classroom staff, or Mrs. Piddington. We will be happy to help. We do however ask that where possible you talk to us at the end of the day so as not to disrupt the morning routine.

## **Homework**

Once the children have started on a full-time basis, they will receive a reading book once a week which is designed to support them in the early stages of reading. This will be sent home along with a reading record for you to make comments about anything you begin to notice about your child's reading.

All children will be given their own Mathletics log in. Mathletics is an online Maths programme where children can complete tasks that will support their Mathematical Development. As the children progress through the activities they will achieve certificates that will be celebrated in merit assembly every Friday.

## **Supporting your Child's Learning**

If you would like any advice on how you can support your child's learning, please do not hesitate to speak to a member of the Reception Team.

## **Trips**

We believe that visits outside school enrich and enhance the curriculum and endeavour to go on at least one a term. You will be informed of these trips and for any outside the local area, your consent will be necessary. No trip can take place without at least a 1:3 child to adult ratio.

## **Parent Conferences**

For children who are new to the school, parent conferences will take place during the first week of term. This will give us the opportunity to meet with you and your child and to gather some essential information.

## **PPA**

All teachers are allocated time out of class for planning, preparation and assessment.

## **The Power of 'Yet'**

We believe that at Heber we support children in becoming independent and motivated learners. With a whole school focus on 'The Power of Yet' the children begin to embrace challenge and learn that you may not be able to do something, YET!

We really look forward to working with you and your family and once again thank you for choosing us.

Welcome to the Heber Family.

Rivka Rosenberg

*Headteacher*

Vanessa Kyrios

*Deputy Headteacher*

Nicola Piddington

*Foundation Stage Leader*

All the Foundation Stage Team