

Parent Information Booklet

Welcome to Ladygrove Primary School

Thank you for choosing our school.

We hope this handbook will help to answer any questions you may have and provide you and your child with the relevant information that will help to make starting in Reception a happy time and a smooth transition between home and school.

We will always do our best to keep you informed on a regular basis through our class page on the school website, newsletters and reminder text messages. Also we welcome any questions that you may have, which we will happily answer at the door or school office.

Parents are children's first and most important educators. At Ladygrove we recognise that parents play an important role in their child's education and we therefore hope to establish a strong working partnership and this handbook is one of the first steps towards this.

General Information

The school day starts at 8.35am and ends at 3.15pm. The school gate is opened just before 8.30 am and children and parents wait outside the Reception gates until the classroom doors and gates open at 8:35am when the children make their way to their classrooms.

Staffing

Reception Teachers:	Mrs Barrow
	Miss Harris

Each class will be supported by two teaching assistants.

School telephone number: 01952 388370
School website: www.ladygroveprimark.co.uk
Email: A2168@taw.org.uk

Arrival and collection

If you arrive after the school gates have been locked at 8.45am please go to the main entrance where your child will be registered by a member of the office staff. If you need to collect your child early or take them out for an appointment you would also need to go to the main entrance area. We would appreciate it if parents would bring and collect their children at the given times.

For your child's own safety, they will only be allowed home with people named on the emergency contact form, unless the school has been informed in advance of any alternative arrangements. If we are ever unsure, we will always contact you to double check before allowing your child to leave our care.

Should an emergency arise where parents are unable to collect their child please telephone the school immediately (01952 388370) and advise staff of the arrangements that have been made for the collection of your child.

If you are going to be late collecting please phone the school office to let us know. If no one arrives on time and we haven't had a message we will phone the numbers given on the emergency contact form.

If your child will be collected by a regular child minder or grandparents please introduce them to your child's teacher.

Parking

The school car park is for staff and visitors only. Where possible we encourage our children to walk to school. There is also a free car park in Dawley High Street which is a short walk from the school.

Absences

If your child is absent due to illness you must telephone the school to give a reason.

Parents should apply to the Headteacher for any request for leave in term time by completing a request form available from the school office.

Please read the school attendance policy on the school website.

Children's Health

At Ladygrove staff will always act in the best interest of a child's wellbeing and health. We rely on the good judgement of parents and carers to keep their child away from school in the event of illness.

If your child has been away due to illness, please ensure they are fully recovered before they return to school to prevent the risk of spreading infection.

If your child has had sickness or diarrhoea, they should be kept at home for at least 48 hours after the symptoms have cleared.

Conditions

If your child is asthmatic and requires an inhaler, please bring this into the office in a clear and labelled plastic box. You will be asked to complete a medical consent form. The inhaler can be kept in the classroom for swift access and will be clearly labelled with your child's name and photograph. Inhalers are taken outside with the children during breaktimes and lunchtimes.

If your child has any other medical conditions, please inform the school immediately as a care plan may be required.

Please inform school if your child has any allergies or dietary requirements.

It is expected that all children are fully toilet trained when they start school, unless there is a medical or developmental reason, although accidents can happen. Should your child be provided with spare clothes from school, please wash and return them as soon as possible. Children are encouraged to self-manage.

Sometimes accidents do happen. It would be helpful if children could have a spare set of underwear in the book bags in case this happens.

Keeping you Informed

Please ensure that the office always has an up-to-date mobile phone number and email address as these will be used as the main forms of sending you information and messages.

Teachers will be available at the door of the classrooms every morning or at the end if you have a quick query or need to inform us of something. However, these are very busy times so if you feel that the matter will require longer please do not hesitate to arrange an appointment with us so that we have more time to speak to you.

We will keep you informed of your child's progress on a regular basis. There will be parent's evenings in the Autumn and Spring terms and in the Summer term you will receive an end of year report.

School Website

The school website is www.ladygroveprimary.co.uk

The Reception year group has its own pages where we will post a list of forthcoming events as well as information and photos about activities and special days that we have taken part in.

Copies of the school's newsletter are posted on here as well as any forthcoming school events.

Throughout the year parents will be invited into our classrooms to see what we have been doing and share recent work.

We will be recording observations and informing you of your child's next steps via our online Tapestry system.

The Reception Curriculum

Reception is part of the Early Years Foundation Stage and consequently has its own specific curriculum. Your child will finish their Foundation Stage when they leave Reception and move into Year 1. The Foundation Stage Curriculum is based on the recognition that children learn best through play and active learning. The curriculum is divided into three prime areas and four specific

areas of learning and the children will work towards achieving the Early learning goals for each of these areas.

The three prime areas are:-

Communication and Language

Physical Development

Personal Social Emotional Development

The four specific areas are:-

Literacy

Mathematics

Knowledge and Understanding

Expressive Arts and Designs

The aim of Reception is to support and develop children's learning by building on their interests, abilities, ideas and experiences. Children are given time to play and explore. They need to be active in their learning and be able to persevere if they find things a bit tricky so that they can be proud of their achievements. They also need to be able to develop their own ideas and make links with previous learning.

The Reception year will be carefully planned to give the children the opportunity to experience a wide variety of stimulating activities through structured play situations so that learning will be fun. At the end of the year we will provide you with a written report based around the Foundation Stage Profile. The Foundation Stage Profile is an assessment that is completed for all Reception children at the end of their Reception year. If they don't meet the Early Learning Goal at the end of the year, interventions will be put into place immediately in Year 1.

The Spinney

The children in Reception will have sessions in our own small woodland on the school grounds. Being in The Spinney allows the children to develop in all areas of learning whilst playing. We ask that you provide your child with appropriate outside clothing as we go out in all weathers.

On their Spinney day the children come to school wearing their forest clothes. They will need to bring their school clothes to change into after and a suitable bag to take their forest clothes home in. It is essential that all items are clearly labelled.

For forest school your child will need:

- A waterproof coat,
- Waterproof trousers
- Wellington boots
- Hat, scarf and gloves for colder weather.

PE

The children in Reception will require a PE kit. Please send the PE kit into school at the beginning of each half term and we will return it at the end of each half term. All items in your child's PE kit will need to be clearly labelled with their name. We kindly ask that PE kits are sent in in a clearly labelled draw string bag rather than an oversized rucksack.

For PE your child will need:

- White T-shirt (preferably with school logo)
- Navy blue sport shorts
- No footwear

Snack and Lunch

Snack time

In the Reception we have snack time every day. Snack time is a very important part of the curriculum when children can practice social conversation and listening skills.

Snack time always includes a piece of fruit, a bagel or cracker and a drink. We are part of a free fruit and bagel scheme which means that each child can have a piece of fruit and bagel at no cost to you the parent. Through this scheme the children get to try a variety of fruit and vegetables.

All Reception children are offered milk with their snack each day.

Your child will need to bring a water bottle into school each day. Please ensure this is clearly named and placed on the drinks trolley each morning (they must ONLY contain water please.)

Lunchtime

Children in Reception are entitled to free school meals. Menus can be found on the school website. For the first few weeks in school we tick or cross a form in their reading record book to let you know which meals they have and have not enjoyed.

The kitchen will supply your child with a healthy packed lunch if you prefer. These packed lunches need to be ordered a week in advance with a booking form.

If your child chooses to bring a packed lunch, please be aware that we are a Healthy School and children should have healthy food in their lunch box. We also ask that the lunch is free from nuts due to children with severe allergies within the school. If your child is having a packed lunch, please provide a drink that is separate to their water bottle as this is kept in the classroom.

Lunch boxes

Do provide healthy things such as:

- Sandwiches
- Pasta

- Wraps
- Vegetable sticks
- Fruit (grapes should be cut in half lengthways)
- Yoghurts
- Raisins
- Cheese
- A drink e.g. a carton of juice (or water is always available)

You may wish to provide 1 small treat such as:

- A packet of crisps
- A small chocolate bar
- A small cake

Please do not send your child with a lunchbox that contains:

- Any form of sweets
- Fizzy drinks
- Nuts or nut-based products i.e. some cereal bars and chocolate spreads
- Lots of chocolate-based products

Special achievements

At Ladygrove Primary School we always encourage the children to demonstrate good behaviour, to foster positive attitudes and help them to develop a kind and caring nature. Please see our SMART code included with this pack.

To reward this behaviour there is a celebration assembly every Friday. Each class teacher chooses a child to receive a certificate.

Children can be awarded certificates for positive learning attitude, super effort, good manners or for a piece of work they have produced. The children receive their certificates in this assembly. Stickers are also given out regularly within the classroom and sometimes they may receive a special Head Teacher sticker!

Checklist for Starting School

When I start in Reception, I will need…

☐A school uniform which is clearly labelled

☐A practical coat with a hood to be brought to school each day

☐A Ladygrove Book bag

☐A lunch box– if you are not having hot dinners

☐A clearly labelled water bottle

☐Completed emergency contact and permission form

☐Clearly labelled PE kit in a draw string bag that can be hung on a peg.

☐Sun hat on hot and sunny days

We look forward to starting a fun filled year together!

Kind regards,

The EYFS Team