

Welcome Pack for 'New Reception Parents'



How can I help my child to be ready to start school?

• Keep them informed

Talk with your child about the changes that might happen when they start school. September's new school should not be a shock for them but at the same time, do not over talk about it so as they are anxious. You know your child well enough to make this judgement.

• Promote independence and dependence

Your child will benefit from being independent when they start school. This includes dressing and undressing, putting their coat on and zipping it up, approaching new activities and people, as well as identifying their own belongings. The more opportunities you can give them to develop this independence, the better. At the same time your child will need to be dependent on adults; we want your child to know and feel comfortable that they can ask a school adult for help when they need it.

• Develop their communication skills

The online tool at <https://ican.org.uk/i-cans-talking-point/parents/ages-and-stages/> can be used as a tool to help you identify the communication skills your child may need help with. For example, if your child does not know their colours, they may find it hard to describe an object when sharing with another child.

- Try listening games, for example when out walking, ask your child what they can hear. Another example could be to ask your child to recall 3 items from a list; "*I bought an apple, a pear and a teacup. What did I buy?*"
- Understanding instructions: Play '*Simon says*' and introduce several instructions as you build up the game, for example "*Simon says touch your nose, tap your foot and turn around.*"
- Develop vocabulary by using similar words and briefly explaining them, for example instead of "*he moved*" say "*he dashed*". Play a game where your child can find as many round objects in the garden, and extend this "*Find a dark and curvy object...*"
- Reading: Do not feel you need to teach your child to read. Enjoy books with them by reading and telling them stories. If they can read, explore stories by asking them questions about the stories, such as "*what do you think the 'character is thinking?'*" or exploring the background illustrations such as "*where might that door go?*"
- Writing: We will teach your child to write. Helping them develop their large muscle groups will help with their coordination; give them opportunities to balance, climb and run. Helping your child develop their fine motor skills (hand and finger skills) will help them; give them opportunities to play with play dough, build sandcastles, scribble with chalk or pens etc. If they can recognise their name, this is helpful. If you have already helped them to write their name or other words, we would encourage you to ensure their speech is clear; we will help them and you learn phonics, which will help them to write more words.

• **Mathematical understanding**

We will teach your child to understand numbers and other mathematical concepts. By all means, count with them, sing counting songs with them and help them to understand numbers around them. Point out shapes and explore shapes by spotting them in real life; talk about shapes and give them opportunities to make and draw their own shapes. Encourage their use of mathematical words (more, less, first, taller, round) and be careful not to over correct as you enthuse their interest. Activities you could try include: Sorting blocks by colour and size; jigsaws; learning number songs like '5 currant buns'; play games that use a dice, talk about time using words such as morning, night; yesterday, tomorrow and next week; setting the table for the right number of people; when you go shopping you can look at the numbers in the shop; the shape, size and colour of the boxes and help to count out the right coins

• **Be prepared as adults for your child**

Parenting is challenging and there is no manual to help. However, there are lots of people who you know or could know that are parents and have worked with parents; you too have experience of your own and friends' parenting. As your child starts school, your life as a parent and your routine is about to change and we urge you to be ready for this: Talk to others and discuss changes with each other. We hope that by sharing your anxieties, expectations and hopes with others, you will be able to remain calm and organised for your child.

Look at the Reception transition arrangements document on the website, check back for news or events to help yourself to be aware of ways in which we are trying to help your child settle into school.

• **Be honest with your child and us**

As you approach the gate on the first day you drop your child off, embrace the moment and do not be anything other than the person you know your child wants you to be. Hug, cuddle and kiss them before you wave goodbye, if that is what you normally would do or wave goodbye with absolute confidence if they are used to this. Tell us how they have been feeling prior to the day if you feel it will help us support your child; inform us of any change in circumstances or important information.



Dear Teacher,

I know you're rather busy
First day back, there's just no time
A whole new class of little ones
And this one here is mine

I'm sure you have things covered
And have done this lots before
But my one is very little
He hasn't long turned four

In his uniform this morning
He looked so tall and steady
But now beside your great big school
I'm not quite sure he's ready

Do you help them eat their lunch?
Are you quick to soothe their fears?
And if he falls and hurts his knee
Will someone dry his tears?

And what if no-one plays with him?
What if someone's mean?
What if two kids have a fight
And he's caught in between?

You're right, I have to leave now
It's time for him to go
I'm sure he'll learn so much from you
Things that I don't know

Yes, I'm sure they settle quickly
That he's fine now without me
I know he has to go to school
It's just so fast, you see

It seems like just a blink ago
I first held him in my arms
It's been my job to love, to teach
To keep him safe from harm

So, when I wave goodbye in a moment
And he turns to walk inside
Forgive me if I crumple
Into tears of loss and pride



I know as I give him one more kiss
And watch him walk away,
That he'll never again be wholly
mine
As he was before today.

By Emma Robinson

Dear Parent,

*I understand that you are scared
to wave your child goodbye
and leave him in a teacher's hands
don't worry if you cry!*

*I'm used to weeping parents
It's hard to leave I know.
But it's time to share him (just a bit)
To help him learn and grow.*

*Let me reassure you
That I'll give your child my best
I'll wipe his tears, soothe his fears
And change his dirty vest!*

*If your darling child is full of cold
I'll blow their nose all day
Just like you, I'll care for them
In a special way.*

*I'll treat him like I would my own
I'll catch him from a fall and
If there is ANY problem
I'll be sure to tell you all.*

*It's true he'll grow to love us
They'll talk of school a lot
It doesn't mean they hate you
And that you should lose the plot!*

*I'll tell you a secret...
That when your child is here
They talk to me as much of you
Of this please have no fear.*

*You'll always be their mother
Whilst teachers come and go
To them you are their number one
This I truly know.*

*Soon you'll see some changes
In your little girl or boy
They'll become more independent
And to see this, it's a joy!*



*I'll teach them all I have to give
To share, climb and to write
But to you they safely will return
To tuck them in at night.*

School day Information

Timings:

8:45am - 3:15pm Monday – Friday

8:40am School gates open. Parents and children are welcome onto the playground and line up outside reception doors

8:45am Children to come into class for registration

9:00am Registration ends

12:00pm Lunch time

1:00pm Afternoon session

3:15pm School day finishes

Absence:

The office is open from 8:00am to 4:00pm each day. Please contact the school office before 9:30am to notify us of any absence.

Sickness – No pupil should be sent to school if they are clearly ill or infectious. If a pupil comes into contact with certain infectious diseases, the family doctor will advise about exclusion from the school. If a pupil is absent due to sickness or diarrhoea, they must remain absent for **48 hours** following the final episode.

If you are considering taking your child/ren out of school during term time you will need to complete an 'Absence in Term Time Request Form' and send it in 10 days prior to the absence. Forms are available from the school office or can be downloaded from our website.

Lateness:

Please note, the main gate closes at 8:55am and you will then need to take your child to report to the school office and they will be signed in as late. Children collected after 3:20pm will be waiting by the school office. We thank you in advance for being punctual and ensuring your child gets the best possible start to each day of learning.

Medicines:

Please refer to Administration of Medicine Policy which can be viewed on our website.

There is no legal duty which requires school staff to administer medication; this is a voluntary role (The Department for Education and Employment, 1996).

Parents are encouraged to ask their doctor to prescribe medication in dose frequencies such that it can be taken out of school hours. If this is not possible then the medication must be brought into school in a container labelled with the child's name, the name and dose of the drug, the frequency of administration and, if necessary, an appropriate spoon or syringe. A consent form must also be completed and signed by a parent; this form can be collected from the school office. Some members of staff at Haywood Village Academy have volunteered to give prescribed medication. However, if the school staff do not volunteer or it is not practical to support administering the prescribed medicine, then parents will need to make arrangements to come into school to administer. Please note 'over the counter' medicines will not be administered by school staff and again parents will have to make arrangements should they wish to administer these non-prescribed medicines e.g. throat sweets (Calpol is an exception to this).

Asthma: If your child suffers from asthma please ensure there is an inhaler (named and in date) in school at all times, remember to ask your doctor for an extra prescription. The inhalers are kept in each classroom and parents are asked to check regularly that there is sufficient medication in the inhaler and that it is in date. You will be required to complete a Health Care form which you can collect from the school office.

School meals:

Reception, Year 1 and Year 2 children are entitled to free school lunches and will choose a meal from a menu as supplied by Aspens Catering. This will be provided in advance for you to complete every 3 weeks.

Drinks:

We ask that pupils only bring water into school. Ideally this is brought into school in a refillable and reliable water bottle. Sweetened drinks will be returned to parents and pupils will be offered water as a substitute.

Milk is available. All children under the age of five and those in receipt of free school meals are entitled to free milk. When children reach five parents can choose to purchase milk for their children. *Cool Milk* registration forms can be collected from the school office or parents can register children online at www.coolmilk.com/register. For children over five all orders and payments are made directly to *Cool Milk*.

Snacks:

Children up to the age of 7 are also entitled to free fruit. This will be provided daily in school. There is a range of fruit available and we encourage children to try all of the fruit on offer, rather than bringing anything from home.

Uniform:

Please refer to the school uniform policy, which can be found on the policies section of the website. **Please clearly name all items of school uniform with first and second names.** We encourage children to be responsible for their own belongings and this helps them to identify their own clothes.



You will be given a book bag from school once your child starts full time. These should be brought into school daily, especially when reading books are starting to be taken home. We will place all communication letters into your child's book bag so please check daily. If you need to send a note into school please can you either give it directly to a member of staff (office or teaching team) or put it in your child's hand so they remember to hand it in.

Birthdays:

Birthdays will be celebrated in school but please do not send in sweets/cakes. The high number of food allergies can make this extremely difficult to manage. We make sure that children are made to feel special on their birthdays and, in addition, your child can wear their own choice of clothes (non-school uniform) to school on their birthday.

Breakfast Club and 'Parachutes' After School Club:

Once children start school full-time they are able to attend Breakfast and After School clubs.

Breakfast club runs from 7:45am every day. It costs £2.50 and sessions are booked and paid for via our payment system, Scopay. Children are given toast or cereal.

'Parachutes' After School Club is our after school child care. It is available from 3:20pm – 5:45pm and is always staffed by at least 3 members of staff. Your child will have the opportunity to relax, play, snack, talk and rest after their school day until you or a notified adult comes to collect them. The cost until 4pm for this year has been £4 each day. If children stay after 4 pm, the cost for this year has been £7.50, in total, each day. If children stay after 4pm you will need to provide them with a healthy snack. If you want to use Parachutes you will need to complete a registration form and book and pay for sessions via Scopay. Please see our website for more information.

<https://haywoodvillageacademy.clf.uk/our-academy/breakfast-club/>

<https://haywoodvillageacademy.clf.uk/our-academy/parachutes-after-school-childcare/>

What should my child bring to school?

Every day you should bring:

- a coat (we will go outside every day)
- your book bag
- your water bottle



You might need to bring:

- a sun hat, if it is sunny

You can leave in school:

- a pair of **named** wellington boots
- your **named** PE kit

We do not allow children's' own special toys from home unless we have asked for this. We do not want any special toys becoming lost or broken.

Label everything: Please make sure that everything you bring into school has your name inside of it!

If you have questions, how can you contact the school?

Website: www.haywoodvillageacademy.clf.uk

Twitter: @HaywoodVillAc

Facebook: @HaywoodVillageAcademy

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