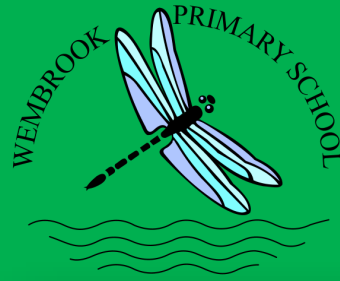


Wembrook Reception Unit



A guide to joining the Reception Unit at Wembrook Primary School

Introduction

Welcome to the Reception Unit at Wembrook Primary School

Our school motto is “Believe and Achieve”

Our contact details are:

Wembrook Primary School

Avenue Road

Nuneaton

CV11 4LU

Telephone Number: 02476 382961

Email address: admin2629@welearn365.com

School Website: <http://www.wembrook.warwickshire.sch.uk>

We hope that you and your child have a happy and rewarding time at our school and we are looking forward to getting to know you.

Meet the Team...

Deputy Head Teacher
Miss Bayliss



Head Teacher of Wembrook
Mr Pearson

Assistant Head Teacher
Mrs Chard



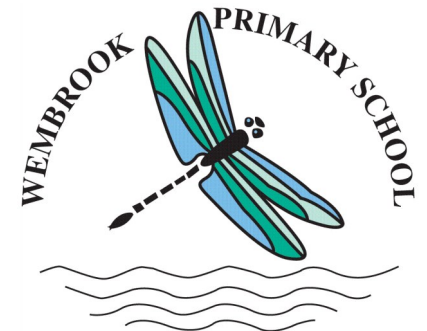
Reception Leader
and Class Teacher
Mrs Timson



Class Teacher
Miss Bagshaw



Class Teacher
Mrs Deacon



Starting School.

Starting school is a new and exciting experience. However, both parents and children can sometimes feel apprehensive about the changes ahead. At Wembrook, we aim to make this transition as smooth and as positive as possible.

Induction Evening

Our Induction night is aimed to introduce you to the school, the teaching staff you will meet whilst your child is in Reception and give you the opportunity to look around.

We hope this booklet covers most things you want to know about your child starting school but on the Induction evening all staff will be on hand to answer any of your questions or queries. Don't hesitate to ask!

On this evening we hope that a date and a time can be arranged when we might come and visit you and your child at home.

Induction Visit

Before starting, your child will be invited to spend an hour in the Reception Unit. This visit is designed to help your child familiarise themselves with the Reception staff and the environment. There will only be half the amount of children who are starting school in this hour to allow the staff chance to really get to know your child and your child the staff and unit. Whilst they are in the unit parents who do not attend our Nursery have the opportunity to meet together for an informal getting to know you session.

Nursery Visit

If your child already attends a Nursery the staff will try their best to visit your child in this setting before the end of this term. This will help your child to get to know their teacher in a setting they are comfortable with. It also allows the teacher to discuss your child's progress with your child's key worker.

For those children who attend Wembrook Nursery staff will be visiting the Nursery or the children will visit the Reception unit each week till the end of term to share stories and assemblies.



Home Visits

In the week before your child starts school we offer home visits by your child's class teacher or alternatively you may come into school with your child, we have found that this really helps with the settling in process.. Our important partnership starts with the home visit, where we can start to get to know you and your child in their own environment. During the home visit it is a chance for you to discuss your child in an informal setting and answer questions you may have and we can learn from your experiences and allow us to build upon them in order to help your child develop in a confident, secure and happy manner.

Please sign up for a visit before the summer holiday. Staff will then send you an appointment. through the post. If you are unable to keep this appointment please let us know.

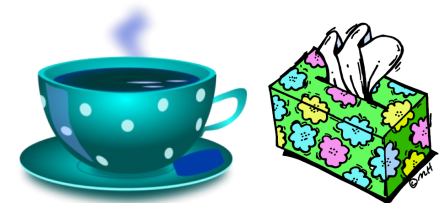


The first week of school

As Nursery and Reception now work so closely together as a Foundation Stage we feel that induction will be a very smooth transition for your child. Therefore your child will have two visiting days to the unit in a small group; either Monday and Tuesday or Wednesday and Thursday. Those children who didn't attend our Nursery these visiting days are to inform you on how we work and a chance to settle your child in. Then after these two visiting days they will start full time in Reception. There is a full timetable in your induction pack.

Parents are encouraged to come into the unit to help their child find their name cards, their coat pegs and drawers. Once these have been found we encourage parents to leave the children with the staff. We know that some children (and parents) get upset but we have found that they soon settle. Staff will keep you informed if they do not. We do ask to help the children that parents do not stand looking through the windows as if your child can see you they do not settle as quickly. This is also true at the end of the school day when they are all getting ready for home.

To help parents we will offer 'tea and tissues' in this first week with our family liaison officer Miss Ellie Williams.



Times of the day



Starting Full Time.

Children start school and come into class at **8:50am**. This is the start of the school day. It is important to have your child in school on time.



Being late not only upsets your child but it means they are missing teaching and learning.

For reasons of security we are unable to open Reception doors after 9:00am. If for any reason you are late you will need to enter school through the main doors at the front of the building where you will be asked to sign your child in, giving a reason for lateness.

With the opportunity to work outside, children do not have a playtime unless outdoor provision has not been available that day.

Children will have playtime during their dinnertime and spend time on the Key Stage One playground .

Home time * New end of the day time for September 2023:

The children finish at **3:20p.m.** and will be dismissed from their classroom door to the adults you have agreed your child can go home with. If you need to have someone else collect your child please let your child's teacher or teaching assistant know in the morning and make a note of this in their link book too. If it is a last minute arrangement please ring the office with a message.



Be prepared that your child may not want to talk about school at the end of the day. They may be tired or simply want to keep home and school separate. Be prepared for tears, not necessarily in the first few weeks, but later on towards October/November. This is when the children often become tired and the novelty of school has worn off. If your child comes home upset or is worried about school see the teacher at the beginning of the day.



Snack and dinnertimes...



*We are a **BANANA FREE school**. We have a child in the Reception cohort with a **serious allergy** to bananas. Do **NOT** send in bananas or products containing banana such as smoothies, cakes, banana yogurt, or bars containing banana. This would result in a serious reaction and anaphylaxis.

Snack- Your child will be given a snack during the day in Reception, this is funded by school. The type of snack varies from biscuits, carrots and cream cheese to toast.. We have a healthy snack and drink system in the unit where the children will be able to go once a day. They are encouraged to be independent by using the 'snack' mat system and pouring their own drink. You can help them at home by encouraging them to pour their own drinks and use cutlery correctly. When they start school we also give them a water bottle so they can have as much to drink as they like to keep them hydrated. Please help staff by only placing water in this. Please clean and send the bottle back in daily ensuring your child's **name** is clearly visible. Your child will also have a piece of fruit at the end of the school day. If you want your child to have milk, please sign up for this online (see form in pack).

Dinnertime

Our dinnertime is between 12:00pm and 1:00pm. Each class has their own dinner supervisor who takes care of the children and has a close working relationship with the class teacher. Your child may wish to have school dinners or sandwiches. This can be decided on a daily basis. If your child decides to have a school dinner these are free for Foundation and Key Stage One children.

Each morning the class teacher will place a board outside their classroom door with the choice of four meal options for the day.

Children will then need to select their meal and stick their name on their meal choice.

Dinner supervisors are able to help the children and they are given as much time as possible to eat their lunch. If they bring a packed lunch all rubbish and leftovers are sent home in the box so you can see how much your child has eaten. We do not

allow any fizzy drinks, flasks of hot liquid or sweets/ chocolate. If you have any concerns about dinner times please speak to your child's teacher. Names of the dinner supervisors will be given to you in September.



What will be needed for School?

Parents often ask what they need to provide for school so we thought a check list would help.

Parents need to purchase:

- School uniform
- PE kit
- A named bag to keep your child's PE kit in. School PE bags can be bought through the school office. This needs to fit on your child's peg so please DO NOT send in a rucksack as they are too bulky and fall off.

School will provide:

- A book bag. This is for carrying their home reading book, words, letters and pictures.
- A water bottle. If you need to replace this they can be purchased from the school office or any transparent bottle with a sports cap is fine. All bottles come home daily and it is your responsibility to clean and label them clearly.
- A home-school link book. Here we write messages to you about your child and their progress. We strongly encourage parents to write in these daily about how their child works at home with their words, number, books etc.
- Drinks and snacks. Your child will have access to one drink and a healthy snack each day. There is no charge as school pays.

Things the children **DO NOT** need in school

- Their own pens and pencils
- Toys
- Sweets
- Jewellery.
- BANANA'S—we are a BANANA free school.



Clothing...

Clothing

We ask for the co-operation of parents to provide a school uniform. The school colours are green, black and white.

A black sweatshirt may be worn with a green polo shirt OR a black cardigan or a V-necked jumper may be worn with a white shirt and a school tie.

Trousers, skirts or pinafore dresses should be black. Green and white striped or gingham dresses may be worn in the summer. **No jeans** or **trainers** are allowed. Shoes should be black and the children will need to be able to take them off and put them on themselves so **Velcro** is advisable.

We endeavour to make sure that all items of clothing are covered when children are either painting or gluing, however, sometimes accidents do happen. In the event of paint getting on clothing wash with soap and warm water. Avoid using strong detergents and bleaches. Hand washing with a nailbrush often proves more effective. In the event of glue getting on clothing wash with cold water initially. When it is dry, place a piece of kitchen towel over the area and iron.

We have a mud kitchen where we will encourage the children to change into wellies and overalls but sometimes they may come home a little dirty from playing in this area of the unit.

Toys and Jewellery

As children are often upset if their toys are broken or lost, it would help if your child kept toys at home. If your child has a special 'comfort' toy which may be needed please let us know. It is not advisable for your child to wear jewellery to Nursery for safety reasons.

Please can you help us by making sure that your child's clothes are labelled.





P.E. Kit

This should consist of a named white t-shirt and black shorts. A white t-shirt with a Wembrook logo is available.

Please note that no pumps or outdoor PE kit are required for Reception children in the Autumn term, in the summer we will send a note home for trainers/pumps when we do outdoor games.

We advise to keep the PE kit in a small drawstring bag, Wembrook PE bags can be purchased from school, this type are safe as the drawstring is short. Please do NOT purchase bags with long drawstrings as they are a choking and trip hazard. The bag can be hung on your child's peg and will be sent home at the end of each half term.

PLEASE ENSURE THAT ALL PARTS OF THE SCHOOL UNIFORM ARE NAMED AND THAT YOU CHECK REGULARLY THAT THIS IS STILL VISIBLE.



Spare clothing:

Your child may have the occasional accident. The toilets are further away than at home and often the child is too busy and occupied to go until it is too late. We will provide a change of clothing – **please wash and return them as we rely on donations.**

Headlice.

Unfortunately, headlice are not uncommon. We always issue you with a letter informing you if we have head lice in the unit and we will give you information about how to treat them. Don't be embarrassed to tell us if your child has head lice.



Merits.



Achievements

We have high expectations of behaviour with a successful reward system in place. We establish 'Golden Rules' with the children as rules to follow to make our unit a happy place. Children play a vital role in suggesting and discussing these rules

Your child may be awarded merit stickers for a variety of reasons which could include, for example, good work, being kind, or trying hard on a given tasks. Merits are stamped into Home School Link Books with an explanation of the achievement. After every ten merits your child will receive a special certificate which will be awarded in assembly.

Absences

If your child is poorly and won't be attending school that day, please phone school to let us know then fill in the section in your Home School Link Book. Please make sure they are fully recovered before they return to school.





What is the Foundation Stage?



As your child moves through the school they will pass into different Key Stages; The Foundation Stage, Key Stage One and Key Stage Two.

Reception along with Nursery forms the Foundation Stage in school. The term 'Foundation Stage' covers from when a child is born to the end of the Reception year.

Why is it important?

It is called the Foundation Stage because it gives children secure foundations for later learning. Throughout this stage the children will have enjoyable learning experiences, which will create a basis for later learning in school and beyond.

It is an important stage with its own early learning goals. The goals cover the seven main areas of young children's development and learning.

There are three prime areas which are:

- Communication and Language—This concentrates on the children's speaking and listening skills, for example following instructions and answering questions.
- Physical Development—This concentrates on how children move and use tools. It also teaches children on how to live healthily.
- Personal, social and emotional development—This concentrates on children being confident and friendly, being able to play with others in a group.

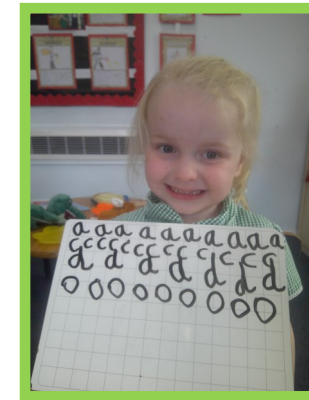
Then there are four specific areas.

- Literacy— This encourages children to link letters and sounds to begin to read and write.
- Mathematics— This concentrates on all aspects of number (counting, number recognition, addition, subtraction, doubling and halving to 20 and Shape, Space and Measures
- Understanding the World— This involves guiding the children to make sense of their physical world and the community looking at people, places, technology and the environment.
- Expressive arts and design—This involves the children in exploring activities in art, music, movement, dance, role-play and design and technology.

Wembrook Reception Unit.

In the Reception Unit we have 3 classes; each class has its own teacher, teaching assistant and special class base. We also have additional staff who work with the children including special needs teaching assistants.

In addition to our indoor classroom we have a large outdoor classroom, which the children will use throughout the year. We provide a bright and stimulating learning environment. Resources are well organised and labelled. We encourage children to take pride in their environment, tidy away independently, look after and share everything we use.



Planning

We plan for both indoors and outdoors which is at the heart of the Foundation Stage Curriculum. Our curriculum is planned around topics that are suitable for the stage of development the children are at. Topic webs and our planning are on display each term for your information.

All areas of learning and the classroom are planned for carefully with active play based activities; play is a key way in which young children learn. Therefore we make no distinction between 'work' and 'play'.

At Wembrook we plan to meet each child's individual needs within school. If we feel a child needs extra support whether it being the child is experiencing certain difficulties or the child needs further stretching, this will be organised in school. The children who are receiving this extra support are sometimes put on the special needs register. Special needs is a term that covers all children who get extra help in school. If we feel that the child's needs are not being met within school we will involve outside agencies such as speech therapists. We hope that by giving them extra help at an early age they will make better progress and we can make them feel more successful. At every possible stage we will involve you, the parents, to identify learning needs and to discuss any further action.

Learning Journals.

What are Learning Journals?

Your child's Learning Journals are books which tell the story of their learning. Over time they will become a celebration of their achievement and progress, recording the activities that your child has completed both at school with adult guidance or independently and with family and friends at home. The Learning Journals will therefore become your child's "Keepsake of Memories" during their time in the Foundation Stage.

Each journal will include:

- Annotated photographs of your child showing significant learning/ achievement.
- "Speech Bubble Captions" recording what your child has said during an activity or when looking back at their journals.
- Examples of your child's work.
- Observations.
- Comments from parents, child minders etc. of significant new learning seen outside of school.

What can I do to contribute to my child's Learning Journal?

You will be asked to contribute to your child's Learning Journal whenever you see any significant new learning. Therefore this should not be something that your child does regularly but rather something that is momentous!

Finding out about your child's progress

We operate an 'open door' policy at Wembrook so you can talk to staff when you drop off and pick your child up. If you need to talk with staff for a longer period or in private, please arrange a meeting with the appropriate member of staff. We encourage you to share any concerns with us as early as possible so we can work to resolve matters and/or offer support.

Staff will make regular observations of children in school and keep a record of their progress and development by completing the Foundation Stage Profile, which is linked to the seven areas of learning in the Foundation Stage Curriculum.

Parents have an opportunity to meet with staff to discuss their child's progress on a regular basis at a parents' evening held each term. In your child's final term, you will receive a written report.



How can you help?

All children will have a home–school link book. Please ensure that you sign the book each week and feel free to use the book to record messages for class teachers. We will send messages and sign the book each week. The book will also be used to record reading sessions. We highly value parents reading with their child at home and would be grateful if you could record reading sessions in the book. A merit will be given each time your child reads at home.



Please label all clothes, pump bags and lunch boxes with your child's full name and class where it is easy for your child and staff to see.

We like to enjoy all types of weather and therefore suggest that coats have a hood and are washable.

To keep you informed we hold informal coffee meetings throughout the year where you will be informed of the topic and any events that will be happening. It will also give you a chance to speak to your child's class teacher in an informal situation. There is also a cup of tea and a biscuit on offer!

Helping in School

You may have time to help in the unit. We warmly welcome parents and grandparents. If you feel you are able to help you will need to make an appointment for a chat and complete a police check form.

Fundraising

Throughout the year we will be asking for your support by fundraising through different events. If you feel you could contribute in any way or have any ideas for future fundraising events please contact (or join) the Friends of Wembrook.



Kid's Club.



The school operates a Kid's Club to provide care for children aged 4 to 11 before and after school. (7.30 – 8:45 am and 3:20 – 5.30 pm). The cost of attending Kid's club is

They are open every morning from 7:30 and then deliver the children to their classroom. In the morning sessions they serve a variety of drinks and breakfast snacks.

After school they collect the children from their classes and serve a selection of food including sandwiches (a choice is given to every child), fruit, cake and juice.

Mrs Sharon Brown and **Mrs Lorraine Hull** are the Kids Club Co-ordinators.

Parents are always welcome to visit and bring along their children before they start, this allows new children to get to know the staff and environment before coming to the club. Kids Club offers a range of activities both indoor and outdoor e.g. parachute games, sports, painting, cookery etc...

It is essential that children attending Kids Club are booked in properly. Please ring the school office if you feel you may like to use our club please come and meet the staff to get further information.

Kids Club is available on **07752 153379**

Kids Club is based in the schools 'West Wing' which is the two storey grey building at the end of the school.



Additional support for children. Additional money for school.

The school could benefit by up to £1,320 to support your child in school, on trips and with out of school activities if you are in receipt of one of the following:

- Income Support
- Income-based job seekers allowance (JSA)
- Income-related employment and support allowance (ESA)
- Guaranteed element of state pension credit
- Universal credit
- Both income-based and contributed-based JSA/ESA (if you receive the same amount for both or more income –based)
- Child Tax Credits (income less than £16,190) and without entitlement of Working Tax Credit



If you believe you are entitled please ring The Customer Service Centre on 01926 359189 or go online to....

www.warwickshire.gov.uk/freeschoolmeals



Helpful hints



Phonics and Reading

Every child is different in the way they learn to read. Some children find learning words on sight easier and some rely on their phonic skills. To help this we teach the children both at Wembrook. A meeting to help you understand our phonics programme will be held in school in the Autumn term. Your child will read to the class teacher or teaching assistant three times a week. Your child will be allocated an 'e-book' which supports our reading scheme. This book will be the same as the one they have read in class and provides the opportunity to 'perfect and show off their skills' at home. Information will be given out about how to access the e-books. It has been highly successful this year. It is vital that you set aside time to read the e-book with your child at home. We also give out 'books for pleasure' each week to promote the joy of parents sharing a story with their child. Research proves that having a literacy-rich environment promotes success in all areas of learning.

Phonics.

We follow the '**Little Wandle**' phonics scheme at Wembrook. This is taught daily in short 20 minute sessions. Your child will play games and learn letters sounds with a picture card character. They will practise putting sounds together to 'blend' words as the terms progress. These skills are the stepping stones to reading. They will also be learning 'tricky words' as part of the phonics scheme, the children will bring home words each day to learn at home.

Please support your child at home by sharing books and practising words daily.



Writing

When helping your child to write please always encourage them to write letters following our handwriting policy.

Aa Bb Cc Dd Ee Ff

Gg Hh Ii Jj Kk Ll Mm

Nn Oo Pp Qq Rr Ss Tt

Uu Vv Ww Xx Yy Zz

Helpful hints

Websites

We often get asked for useful websites and apps. There are links on our school website but here are a few of our favourites to use with the children in Reception.

Oxford owls

Twinkl phonics

ICT games

Phonicsplay