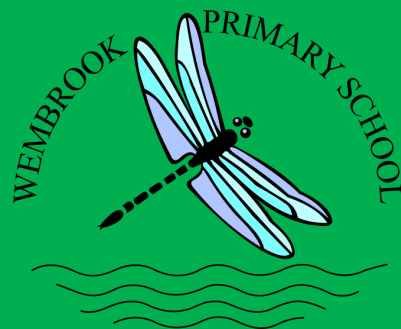


# Wembrook Reception Unit



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...



Head Teacher of Wembrook  
Mr Pearson

Assistant Head Teacher  
Mrs Chard



Deputy Head Teacher  
Miss Bayliss



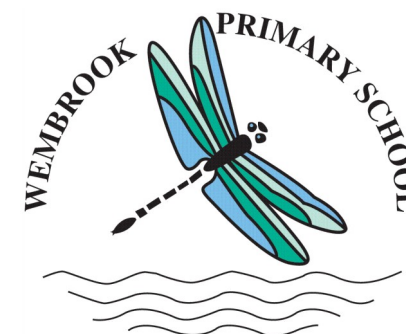
Reception Leader  
and Class Teacher  
Miss Tinsley



Class Teacher  
Miss Hnks



Class Teacher  
Miss Waters



# 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.



Due to the unprecedented times we find ourselves in transition into school will look a little different this year. Regrettably we will not be able to visit your child in their Nursery settings. We will however phone your child's setting to talk about transition.

We will not be able to offer home visits this year, but we will be asking you to come and bring your child to visit their classroom and their teacher for a stay and play session.

## **Induction**

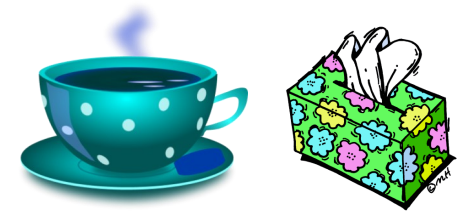
To make transition smoother we are going to take longer to bring your child into school. A timetable will be included.

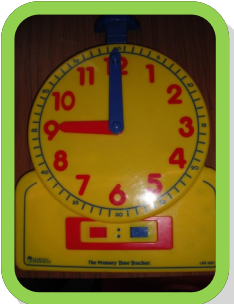
## **The first week of school**

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. There will be, however, a settling in period for your children.

Unfortunately due to COVID19 parents are asked to leave their child at the door. Once inside your child will be asked to put their things away, find their name card and post it in the post box and then sit on the carpet ready to start the day. 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

Doors open at **8:50am** and class registers are taken at **9.00am**. 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 your child will need to enter school from the main office 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 with the Key Stage One children (Year One and Two).



## 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 food for the day. Children will then need to select their meal and write their name on the board. We encourage the children to write their name as soon as they are able to do so. It is important if an adult selects the meal that the child is aware of that selection.

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.



## Home time

The children finish at **3:15 pm** 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.

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



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.**

# What do they need 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 draw string bag to keep your child's PE kit in. 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.



# Clothing...



## Clothing

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

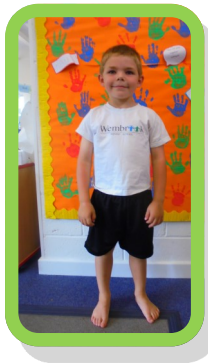
A **black sweatshirt** or **black cardigan** may be worn with a **green polo** shirt.

**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.**

## **No Trainers please.**

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.



## 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.**

We advise to keep the PE kit in a small drawstring bag which can be hung on your child's peg and will be sent home at the end of each half term. Wembrook PE bags can be purchased from school.

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



## **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.

## **Drinks and Snacks**

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. Juice or milk is available when the children have their snack. Please clean and send the bottle back in daily ensuring your child's name is clearly visible.



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

# What is the Foundation Stage?

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.

For more information please visit: <http://www.foundationyears.org.uk/parents/>

# 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 fill in a police check form at the office.

## **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..



# 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](http://www.warwickshire.gov.uk/freeschoolmeals)

# Helpful hints

## 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 child both at Wembrook. They will have daily phonic lessons to build up these skills. A meeting to help you understand our phonic programme will be held in school in the Autumn term. The children will bring home words each day to learn at home and you should be aiming for them to be able to read and know 100 words by the end of their Reception year.

### Phase 2

a	an	as	at	if	in
is	it	of	off	on	can
dad	had	back	and	get	big
him	his	not	got	up	mum
but	the	to	I	no	go
into					

### Phase 3

will	that	this	then	them	with
see	for	now	down	look	too
he	she	we	me	be	was
you	they	all	are	my	her

### Phase 4

went	It's	from	out	just	help
said	have	like	so	do	some
come	were	there	little	one	when
what	children				

### Phase 5

don't	old	I'm	by	time	house
about	your	day	made	came	make
here	saw	very	put	oh	their
people	Mr	Mrs	looked	called	asked
could					

## 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