

Reception Parent Handbook

2023 - 2024



School Contact Details

Acklam Whin Primary School
Carlbury Avenue
Acklam
Middlesbrough
TS5 8SQ

Main telephone contact number: 01642 813938
Email: awcontact@acklamwhin.co.uk
Website: www.acklamwhin.co.uk

Follow us on Twitter: @acklamwhin
Like us on Facebook: Acklam Whin Primary

Contents

	Page Number
Welcome	3
Our School Aims	3
Staffing 2023/2024	4
Our Reception Team	4
Preparing Your Child for School	5
School Uniform	6
Classroom Organisation	7
The Reception Environment	8
Starting Reception	9
Pupil Information	10
Attendance	10
Medicines in School	11
Snack Time	11
Lunch Time	11
Early Years Foundation Stage (EYFS) Curriculum	12
Parent Partnerships	14
Special Educational Needs and Disabilities (SEND)	14
Foundations of Behaviour and Rewards	15
Parental Engagement	15
Wrap around Care	15
Further Information	15

Welcome

A very warm welcome to Reception at Acklam Whin Primary School.

We know that starting school is a significant and special milestone and we look forward to getting to know your child and your family.

Our School Aims

Our School Vision

LEARNING TOGETHER TO ACHIEVE SUCCESS FOR ALL



Everyone to have a positive attitude to school, life and learning.

Everyone to feel supported and inspired to achieve their full potential.



Everyone to feel safe, respected & valued in the Acklam Whin community.

Our Values



Aspirational



Curious



Creative



Resilient



Positive



Independent



Caring

Staffing 2022/2023

Head Teacher
Deputy Head Teacher/SEND/CO/
Designated Safeguarding Lead
EYFS Lead/Reception Class 1 Teacher
Reception Class 2 Teacher
EYFS Cover Teacher
Reception Teaching Assistant
Reception Teaching Assistant
Speech and Language Assistant

Mrs Prince
Miss Tarran

Miss Mills
Miss Parker
Mrs Boylett
Mrs Hamilton
Mrs McCarten
Mrs Ward

In Reception your child will be taught and cared for by the Reception team, who will deliver all aspects of the Foundation Stage curriculum. All children are taught PE by our Sports Coach Mr Jackson.

You can contact the Reception teachers with any queries you may have by contacting the School Office via email at awcontact@acklamwhin.co.uk

Our Reception Team

Below you will find photographs of the Reception Team, which we hope will assist you in getting to know us quickly.



Miss Mills
Early Years Lead and
Reception Teacher



Miss Parker
Reception Teacher



Mrs Boylett
EYFS Cover Teacher













Mrs McCarten
Teaching Assistant



Mrs Hamilton
Teaching Assistant

Preparing your Child for School

There is a lot to learn when your child starts school. A selection of skills that your child will be developing during their first few weeks are shown on our 'Getting Ready for School Checklist'. Please support and encourage your child to practise these skills at home in preparation for starting in Reception.

Getting Ready for School Checklist					
I can...		I can...		I can...	
recognise my name	<input type="checkbox"/>	hold my pencil carefully	<input type="checkbox"/>	find my shoes 	<input type="checkbox"/>
copy my name	<input type="checkbox"/>	draw a face	<input type="checkbox"/>	put on my shoes	<input type="checkbox"/>
write my name 	<input type="checkbox"/>	colour in carefully	<input type="checkbox"/>		
		name the colours I use	<input type="checkbox"/>		
<i>I can...</i>		<i>I can...</i>		<i>I can...</i>	
count from 1 to 10	<input type="checkbox"/>	sing simple rhymes	<input type="checkbox"/>	find my coat 	<input type="checkbox"/>
count up to 5 objects	<input type="checkbox"/>	sing and clap to a song	<input type="checkbox"/>	put on and take off my coat	<input type="checkbox"/>
place 1 to 5 in order	<input type="checkbox"/>	tap a beat	<input type="checkbox"/>	dress myself	<input type="checkbox"/>
write 1 to 5 in order 1 2 3 4 5	<input type="checkbox"/>	move to music 	<input type="checkbox"/>	do buttons	<input type="checkbox"/>
<i>I can...</i>		<i>I can...</i>		<i>I can...</i>	
eat with a knife and fork	<input type="checkbox"/>	tidy away my toys 	<input type="checkbox"/>	say please when I ask	<input type="checkbox"/>
pour myself a drink	<input type="checkbox"/>	clear away things I have used	<input type="checkbox"/>	say thank you when I get	<input type="checkbox"/>
taste different foods 	<input type="checkbox"/>	help at home	<input type="checkbox"/>	wait my turn to talk 	<input type="checkbox"/>
				ask to go to the toilet	<input type="checkbox"/>
<i>I can...</i>		<i>I can...</i>		<i>I can...</i>	
wash my hands 	<input type="checkbox"/>	take turns when playing	<input type="checkbox"/>	cut along a line 	<input type="checkbox"/>
dry my hands	<input type="checkbox"/>	share toys with a friend	<input type="checkbox"/>	run, skip, hop and jump	<input type="checkbox"/>
go to the toilet when I need to	<input type="checkbox"/>	hold hands on the street 	<input type="checkbox"/>	ride on a scooter or balance bike	<input type="checkbox"/>
				stop to avoid obstacles	<input type="checkbox"/>

School Uniform

- Royal blue sweatshirt, jumper or cardigan
- Grey or black trousers, skirt or pinafore
- White shirt or polo shirt

In the summer months, in addition to the above, children have the option to wear:

- Grey or black shorts
- Blue and white summer dress

School shoes

- Plain black shoes are to be worn at all times except on PE days. Trainers (including plain black ones) will not be permitted unless in exceptional circumstances and agreed with school or on your child's designated PE day)

Reception PE Days are Mondays and Wednesdays - on these days, children are to attend school in their PE Uniform and remain in it for the whole day.

PE Uniform

- Plain white polo shirt or t-shirt
- Navy or black shorts
- Plain navy/black/grey joggers or leggings
- School sweatshirt/cardigan
- Black or white trainers

Football kits and logos are not permitted

Our EYFS curriculum involves exploring and investigating the outdoor environment. We use the outdoor area every day so we ask that your child wears a warm waterproof coat and a hat during the winter. In summer please provide a sun hat/cap for protection and apply sun cream before coming to school.

Please ensure that all items of uniform are clearly named.

Jewellery

Jewellery is not allowed in school except for watches. If your child has pierced ears a pair of plain studs is acceptable, but these **must be removed** for PE days.

Make-up and hair

Children are not permitted to wear make-up to school, this includes the wearing of nail varnish and transfers/temporary tattoos. Patterns in children's hair or unusual colours are not in line with our high expectations and are not permitted.

To order school uniform or items with the school logo on please go to the following website

www.acklamwhin.goodies.co.uk

The Early Years curriculum encourages children to be creative and explore – this can sometimes be messy! Please be aware that uniforms may get dirty and may need to be washed and replaced more regularly.



Book Bags

On the first day of school children will be given an Acklam Whin book bag, this must be brought into school every day. Children keep their book bags in a tray inside the classroom. Book bags should be checked daily and kept tidy.

Rucksacks or any other bags are not necessary and should not be brought into school as they do not fit in children's trays or coat pegs



Water Bottles

On the first day of school children will be given a water bottle, this must be brought into school every day. Bottles must contain **water only; flavoured water or juice are not allowed**. Water bottles will be named and kept in the classroom. Children will be encouraged to drink regularly during the school day. Bottles will be sent home at the end of each day to be washed and refilled.

Replacement water bottles can be purchased from the School Office.

Personal Belongings

Toys or other 'valuable' possessions should not be brought into school as their safe keeping cannot be guaranteed and the loss of such precious belongings can cause distress to their owners.

Classroom Organisation

- We have two classes in Reception each with approximately 30 children.
- A number of factors are considered when deciding which class, a child is placed in, such as, birthdays, gender, friendships, personalities etc.
- Both classrooms are set up in the same way and have the same provision and resources to promote the seven areas of learning.
- Across the year the children will access both our indoor and outdoor curriculum.
- Children work mostly in their own classroom and share the outdoor learning areas.
- Both classes spend break time and lunch time on the Reception playground/field together.
- Teaching assistants provide support across both classes.



The Reception Environment



Starting Reception

Home Books

All children starting Reception in September will be given a 'home book' to complete during the Summer holidays. The home book is used during the staggered start to support transition and inform planning.

Parents are encouraged to help their children add information about things that are special to them, for example family, pets, favourite food etc. Home books are also sent home during the Christmas and Easter holidays for your child to record their news. These home books give us a lovely insight into our children's families and the activities they enjoy as well as another opportunity for parents to share significant achievements in their development e.g. learning to ride a bike without stabilisers.

Staggered Starts

To help the children settle into their new environment, we have a staggered start across the first week of the autumn term. You will receive a letter with your child's start date, class and teacher. Due to limited space and to encourage independence we ask that children enter our Reception cloakroom by themselves. The Reception Team will be on hand to help children as they enter school.

Drop-off and Collection

To help keep our children and families safe please note the following:

- Children must be collected by a responsible person over the age of 16;
- Dogs are not allowed onto the school site;
- Acklam Whin Primary School is a non-smoking site;
- We ask that parents **do not** reprimand other children. Any problems must be brought to the attention of the school staff, who will endeavour to find a solution;
- As part of our Active Travel Policy we encourage children to walk, cycle or scooter to school. We have pods on the EYFS playground where children can store their bicycles/scooters during the school day. To prevent accidents, children must dismount their bicycles/scooters once on the school site.

Start of School Day

Good time-keeping is very important as starting school can be daunting for both children and parents. Please ensure you arrive promptly on the playground for the correct arrival time (**8.40 am**) and pick up time (**3.15pm**). If you are running late for any reason please telephone the School Office.

Every morning, when the bell rings, the Reception Team will come out onto the playground to greet the children and escort them into school. Cones will be placed to indicate where each class needs to line up. Parents/Carers must remain on the playground with their children until they have been taken into the school building by the Reception Team.

Children are encouraged to enter the classroom independently, put away their things and follow the morning routine. Each child has a personalised tray and coat peg to store their belongings. Once the Reception door is closed, late entry to school is through the School Office only. The school gates will be locked at 8.50am and remain so throughout the school day.

End of School Day

At home time the Reception Team release the children one at a time and only when they have seen their appropriate adult. Please keep us informed if a different adult is collecting your child. Please be patient at the beginning of the term as the staff get to know lots of new faces.

If a child is not collected at the end of the school day their teacher will contact parents or another appropriate adult from the contact numbers provided. The teacher or a staff member will remain with the child until they are collected. It is the parent's/appropriate adult's responsibility to collect the child as quickly as possible.

A Typical Day

8.40 am	Doors Open
8.50 am	Register
9.00 am	Phonics
9.30am	Independent play in continuous provision areas and adult directed/led activities (indoor and outdoor)
10.30 am	Snack time/story/ singing /nursery rhymes
10.45am	Independent play in continuous provision areas and adult directed/led activities (indoor and outdoor)
11.20 am	Understanding the World/Expressive Arts and Design/Literacy/PSED
11.45 am	Lunchtime
12.55 pm	Register
1.00 pm	Maths
1.30 pm	Independent play in continuous provision areas and adult directed/led activities (indoor and outdoor)
2.40 pm	Story/singing/nursery rhymes
3.15 pm	Home time

Pupil Information

The school is required to keep contact information for each child. At the start of the autumn term parents will be asked to complete a 'Pupil Information form' e.g. contact, medical/dietary information.

Please speak to the Reception staff about your child if there are any specific details you feel we need to know. It is the parent's responsibility to keep the school informed of any changes.

Attendance

The school is required to complete registers of children's attendance every morning and afternoon and any absence has to be accounted for as either authorised or unauthorised.

Absence from School

Please contact the School Office, if possible before 9.00am, if your child is unwell or unable to attend school for any reason. If we haven't heard from you, a member of the office staff will contact you on the first day of absence. Please ensure contact information is kept up to date at all times. If your child is unwell during the school day a member of staff will contact you.

48-hour rule

Diarrhoea and/or vomiting commonly affects children and staff and can be caused by a number of different germs, including viruses, parasites and bacteria. Infections can be easily spread from person to person (by unwashed hands) especially in children. In general, it is recommended that any child or staff member with diarrhoea and/or vomiting symptoms must stay away from school until they have been free of symptoms for 48 hours (the '48-hour rule') and feel well.

If your child is sick at school we will ask you or your emergency contact to collect your child and take them home. They should not return for 48 hours following the last episode of vomiting/diarrhoea. For example, if your child is sick on a lunchtime on Tuesday, they should not return to school until after lunch on Thursday, provided there have not been any further episodes of vomiting/ diarrhoea. We appreciate that this is inconvenient in many cases and you may believe that your child has recovered sooner, however, we must follow this procedure in all cases to reduce the risk of infection for all children in school.

Medical and Dental Appointments

Where possible please make appointments outside of school hours. However, if this cannot be avoided, please notify the School Office in advance.

Holidays and Leave of Absence

The Headteacher will not grant holidays or leave of absence during term time unless there are exceptional circumstances. Notification of Leave of Absence Forms are available from the office on request; however, completion of this form **does not** mean that the absence is authorised.

Medicines in School

In the event of your child needing to take medicine in school that has been prescribed by your doctor to be taken four times a day, this must be brought to school in the prescribed container from the pharmacy, with the pharmacy label attached, your child's name, medication and dosage. This should be taken to the school office where you will be asked to fill in a consent form. Please do not send any medicine in your child's book bag.

For further information please refer to the First Aid Policy on the school website

Snack-time

The school provides daily fruit for the children at snack time. Please do not send your child to school with additional food items.

Lunchtime

School Meals

Children in Reception, Year 1 and Year 2 currently receive a free school meal. We would recommend that all children, when starting in Reception, have a school meal. There is a selection of hot meals and a salad bar to choose from. Children may make some unusual choices or might not always like what they choose but this usually settles down after the first few weeks. If your child is not eating their lunch on a regular basis the Reception staff will inform you of this. An example menu can be found on the school website.

All children are supported and supervised by our lunchtime supervisors when choosing their lunch and they are encouraged to eat and try most things. For the first few weeks, whilst the children are settling into routines, the Reception staff will stay in the Dining Hall with the children.

Packed Lunches

Children who do not take up the option of a school meal may bring a packed lunch. Please ensure their lunch box is named and a healthy balance of foods is provided. Please try not to overfill your child's packed lunch. Nuts, glass flasks, cans or fizzy drinks **are not** permitted.

If you would like your child to change from a packed lunch to a school meal you will need to inform the staff in the School Office, giving one week's notice.



Early Years Foundation Stage (EYFS) Curriculum

Our Reception curriculum is designed to meet the needs of our children through activities that are meaningful, ambitious, practical and experiential. Children will be learning through well-planned play which is an essential part of the EYFS curriculum. Children will be given opportunities to work under teacher direction and independently around the classrooms. Our staff plan together, taking into account children's individual starting points, to design a curriculum which offers continuity and progression.

How we learn:

There are three characteristics of effective teaching and learning which underpin how children learn in our Reception environment.

- Playing and Exploring – we encourage children to investigate and experience things, and 'have a go'.
- Creating and Thinking Critically – we encourage children to have and develop their own ideas, make links between ideas, and develop strategies for doing things.
- Active Learning – we encourage children to concentrate and keep on trying if they encounter difficulties. We enjoy and celebrate their achievements.

What we learn:

There are seven areas of learning within the EYFS curriculum which are all interconnected. The seven areas of learning encompass the full range of emergent skills and aid development towards all of the subject areas which form part of the National Curriculum which the children will follow from Year 1. We ensure that each child works at a level appropriate to their needs and abilities.

Seven Areas of Learning:

Three Prime Areas

Communication and Language Development:

- Listening, Attention and Understanding
- Speaking

Personal, Social and Emotional Development:

- Self-Regulation
- Managing Self
- Building Relationships

Physical Development:

- Gross Motor Skills
- Fine Motor Skills



Communication and Language Development

We provide opportunities to experience a rich language environment to develop children's confidence and skills in expressing themselves and to speak and listen in a range of situations; including conversations, story-telling and role play to develop a rich range of vocabulary and language structures.

Personal, Social and Emotional Development

We help children to develop a positive sense of self, set themselves simple goals and have confidence in their own abilities. Children will learn to look after their bodies including healthy eating and managing personal needs independently. Children will learn how to, make good friendships, co-operate and resolve conflicts peacefully.

Physical Development

We provide opportunities for children to be active and interactive; and to develop their core strength, co-ordination, stability, balance, spatial awareness and agility. Children will be helped to understand the importance of physical activity and to make healthy choices in relation to food.

Four Specific Areas

Literacy:

- Comprehension
- Word Reading
- Writing

Mathematics:

- Number
- Numerical Patterns

Understanding the World:

- Past and Present
- People, Culture and Communities
- The Natural World

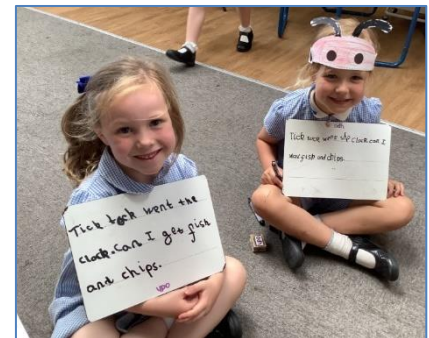
Expressive Arts and Design:

- Creating with Materials
- Being Imaginative and Expressive



Literacy

We encourage children to develop a life-long love of reading by talking with them about the world around them and the books, rhymes and songs they share. We support children with both the speedy working out and pronunciation of unfamiliar printed words and the speedy recognition of familiar printed words. We help them to use new vocabulary in their speech and to use and spell words in their writing.



Mathematics

We provide children with opportunities to count confidently, develop a deep understanding of the numbers to 10 and understand the relationships between them and the patterns within those numbers. Children will also learn early ideas relating to shape, space and measure.

Understanding the World

We guide children to make sense of the physical world and the community around them through opportunities to explore, observe and find out about our culturally, socially, technologically and ecologically diverse world.



Expressive Arts and Design

We provide a wide range of media and materials for children to explore and play with, as well as opportunities and encouragement for sharing thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.

Curriculum Themes:

The seven areas of learning are delivered through a stimulating and engaging curriculum divided into three termly learning contexts.

- Autumn Term: Our Community
- Spring Term: Night and Day
- Summer Term: Growing and Changing

Half termly curriculum overviews are shared with parents via Seesaw and displayed on the school website. These overviews explain our weekly themes, suggestions on how to support your child at home and key vocabulary to use when talking to them.



Homework:

The very best way to support your child at home is to provide a language rich environment. Spend as much time as you can talking, listening, singing songs and nursery rhymes and sharing stories every day. Ask questions and encourage your child to have conversations. Technology has become a vital part of our everyday life and has many benefits; however, for young children, access to ipads, tablets, phones etc. should be carefully monitored and limited. Technology cannot replace the intimacy and benefits of a bedtime story!

Initially children will bring home a shared picture book and a wordless book. The shared picture books are for you to read to your child and the wordless books are to encourage your child to create their own stories using the pictures as clues to guide them.

When they are ready children will be given a decodable reading book, which will replace the wordless books. These books match the sounds they have been taught in school and will support them to build and blend simple words and sentences in addition to supporting them to recognise common high-frequency words. Alongside our decodable books, children will bring home game pages, sound cards and high-frequency words to further support their learning.

Children will access a range of homework activities during their time in EYFS. Some activities will be sent home via our Seesaw App (parents will receive information together with log in details early in the autumn term). These activities will encompass all areas of the EYFS Curriculum and we ask for your support in helping children to complete these activities at home.

Life experiences are very important and make a huge difference to children's development. Try to spend time outdoors and enjoy sharing experiences of the wider world together, such as:

- Going to the beach to collect shells and paddling in the sea;
- Visiting the farm to get to know the animals;
- Going on a forest walk, to collect leaves, twigs and conkers;
- Helping in the garden, planting seeds and watching new life grow;
- Going to the supermarket, finding items off a shopping list and helping to put them away.

Parent Partnerships

During their time in Reception your child's progress is recorded in a 'Learning Journey' book. We take photographs, make observations and record work regularly as part of our EYFS assessment process.

We invite you to share any achievements or activities completed outside of school that will contribute to us building an overall picture of your child's progress and development whilst they are in Reception.

Parent consultation evenings take place termly. Consultations provide an opportunity for parents to talk to the class teacher about their child's development and progress. A written report summarising development and progress is provided at the end of the summer term. Reception has an open-door policy and staff welcome opportunities to discuss and share news from home and respond to parental questions or concerns.

Special Educational Needs and Disabilities (SEND)

Miss Tarran is our designated SENDCO and together with your child's class teacher can support you with any concerns regarding:

- Communication and Interaction;
- Cognition and Learning;
- Social, Emotional and Health Difficulties;
- Sensory and/or Physical Difficulties.

Should you wish to contact Miss Tarran, please contact the School Office.

More information on our policies and procedures for how we identify and support children with SEND can be found on our website www.acklamwhin.co.uk

Foundations of Behaviour and Rewards

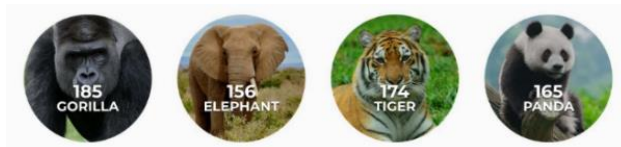
We aim to create a welcoming, caring environment, where relationships are based on respect. We encourage children to develop a positive sense of self-esteem in which every child can thrive.

At Acklam Whin Primary School the foundations of behaviour are:

- Respect**
To treat everyone with equal respect
- Responsible**
Be responsible for your own actions
- Safe**
Keep yourself and each other safe

 **Foundations of Behaviour**

We recognise and reward good behaviour and achievement through Team Points, Reach for the Stars Awards and a Weekly Reading Raffle.



Parental Engagement

We have a number of ways in which we engage with our parents:

- Acklam Whin Primary School App – the Parentapps Connect system provides you with instant access to our calendar, event information, letters home and class pages. It also links directly to our website from within the App.
- The school website – www.acklamwhin.co.uk – provides key information about school and policies.
- Seesaw App – provides you with access to our half termly curriculum overviews, children's homework activities, regular notifications about classroom activities and a platform to share achievements or activities completed outside of school.
- Twitter - @acklamwhin
- Facebook – like us at Acklam Whin Primary.

As well as our website, social media and school apps we will also keep in contact with you through:

- Our Reception noticeboard which is situated on the Reception playground
- Curriculum information meetings
- Termly parent consultations

Acklam Whin Parents and Friends Association (AWPFA) is a group of parents, teachers and friends of Acklam Whin Primary School who organise events to raise funds to spend on fun activities for the children. To find out more please get in touch with Mrs Ingledew, via the school email, if you would be interested in getting involved.

Wrap around Care

Parkway Day Nursery, based on the Acklam Whin Primary School site, offers breakfast and after-school care for our pupils. The Reception Team works closely with the Parkway Staff to ensure care is consistent in all areas. For further information please contact Rachel Jones, Parkway Day Nursery, on 01642 577316

Further information

We hope that you find the information within this handbook useful. If you have any queries now or in the future we are happy to help. You will find lots more information by exploring our school website www.acklamwhin.co.uk