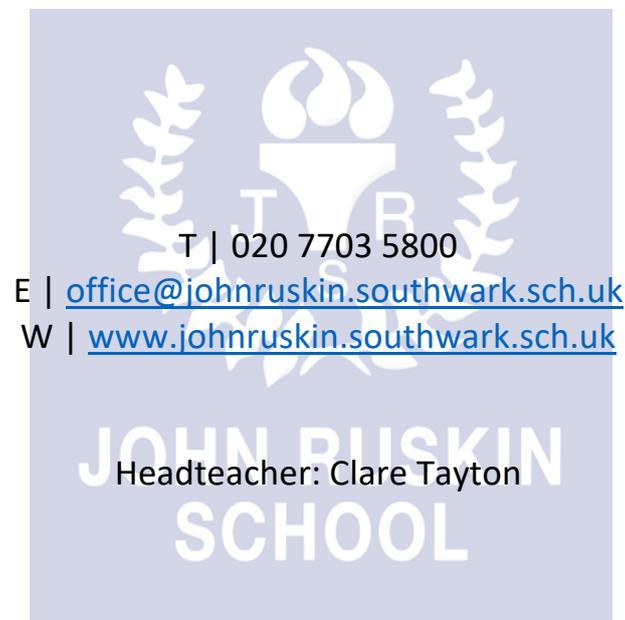


John Ruskin Primary School and Language Classes

# Reception Parents Handbook 2021/22



***“Be Responsible, be fair, stay positive and care”***

## Index

Staffing in Reception Classes

Classroom Organisation

Times

The Curriculum

Physical Education

Core Values

Assembly

Uniform

JOHN RUSKIN  
SCHOOL

Educational Visits

Free School Meals and Healthy School Meals

Absence from School

Holiday Information

General Staffing Information

PACT information

## Staffing in Reception Classes

We open two Reception Classes per school year, Pink Class and Blue Class. The classes will open in September 2021.

A Teaching Assistant is based in each Reception class. Reception Classes are supervised during their lunch and during their lunchtime playtime period.

## Classroom Organisation

There are 30 children in each Reception Class. **At first, all children are part-time until the group has settled.**

Admissions are staggered to ensure all children have the necessary adult attention on their first days at school.

**You will be given notice of when your child will start full-time.** This will depend on a number of factors, i.e. how easily your child adapts to the school routine; how your child settles into their class; and their age when starting school. (Some children will be almost 5 years old when they start whilst the youngest may be only 4 years).

The Class Teacher will decide full time attendance. **Please allow at least two weeks before your child attends full time.** Some children will take longer than this.

Pink and Blue Classrooms are situated next to each other on the ground floor.

Each class has a specified cloakroom area and toilets are in both classrooms.

The children have their own outside play area, as well as being given occasional supervised access to the other playground areas.

## Time of Sessions

Morning session starts at:	9.10am
Morning session ends:	11.45am

**When your child attends full-time, Pink and Blue Classes eat lunch together at:** 11.45am

Afternoon session starts at: 1.00pm

School finishes at: 3.30pm

**It is essential that you collect your child on time each day, whether part-time or full time.**

**Timekeeping is monitored for all children and late arrivals and collections are recorded on your child's attendance file.**

Parents who repeatedly bring their children late, or fail to arrive at the correct collection time, will be contacted by the Assistant Headteacher who may consider referring the matter to the Education Welfare and Attendance Service.

### **The Curriculum**

Reception children continue to follow the Early Years Foundation Stage, which covers development, learning and care from birth to five. The core is play-based learning, combined with group and class teaching and learning in the following areas:

- Personal, social and emotional development
- Communication and language
- Literacy
- Mathematics
- Understanding the World
- Physical Development
- Expressive Arts and Design

Each area of the curriculum includes Early Learning Goals, which set out expectations for most children to achieve by the end of their time in reception. Staff make regular individual assessments in each child's Learning Record and we use this information to produce the Early Years Foundation Stage Profile at the end of the academic year. This document reflects how individuals have achieved in relation to the Early Learning Goals.

## **Physical Education – (P.E.)**

All children will change for P.E. Children need navy shorts and a school t-shirt, available from the school office. All indoor P.E. is done with bare feet. You will be notified by the Class Teacher of the day on which Pink/Blue Class will be doing P.E.

## **Core Values**

The work of the school is based around eight core values. These values are: **respect, kindness, courage, wisdom, honesty, responsibility, hope and fairness**. We aim to show these values in all that we do, explicitly teaching and modelling them. We believe that if pupils understand and value these core values they will be successful lifelong learners.

## **Assembly**

Reception children go to Friday's sharing assemblies from September and later in the year attend Wednesday assembly also. Please discuss with one of the Headteacher if you wish to withdraw your child from a particular assembly on religious grounds.

## **Uniform**

We have a very smart uniform and all the children wear their uniform with pride. All children wear a school jumper/cardigan, a white shirt and tie and polo shirts with a tie during the summer months. **The Reception children wear an elasticated tie.** Girls can wear navy and white checked school dresses in the summer months. All children should wear navy trousers or skirts. Sensible footwear is essential as we have many sets of stairs in school. Black school shoes must be worn, socks and tights must be navy, white or grey. Children must **never** wear sandals, slip on shoes or open toe shoes. Shoes with a high heel are not allowed.

**Hooded tops, e.g. fleecy tops and sleeveless tops are not allowed in school.**

Elaborate hair styles and visibly 'gelled' hair or spiked hair are not allowed. Long hair must be tied back to prevent the transmission of head lice and for safety reasons.

**All** clothing must be labelled with your child's name.

For reasons of Health and Safety, **only small stud earrings may be worn in school**. Please remove all other items of jewellery from your child before sending him/her to school each day.

You can purchase your child's school uniform at:

<https://www.mandsyourschooluniform.com/>

Book bags and ties are also available to purchase from the school office.

### **Educational Visits**

Sometimes the children go out on Educational Visits. These visits are chosen to focus on a particular area of the curriculum. It is very helpful if you can accompany the class on such visits; please let your child's teacher know if you are able to help in any way.

### **Free School Meals and Healthy School Meals**

Currently the London Borough of Southwark has an initiative which means all children in Primary classes are entitled to a free Healthy School meal. **All parents/carers must complete the form 'Application for pupil premium funding' in the enrolment pack; you will have help to complete the forms if needed.** Those parents/carers who are in receipt of benefits need to tick the appropriate box(es) on the same form. Halal meals are now served as an alternative. If you wish your child to always have the Halal option, then please complete the form in the enrolment pack.

All school dinners must be booked with our School Cook by 9.45am each day. If your child is going to arrive late for school e.g. medical/dental appointment etc, **then you must contact the school office before 9.45 to book your child's lunch.** Failure to contact us means there will be no lunch booked and you must then provide a packed lunch.

## **Absence from School**

If your child is going to be absent from school you **must** contact school **before 10.00am** to provide a reason for the absence. Any child who is absent without the school receiving a reason, will be treated as an unauthorised absence from school, and recorded accordingly onto your child's attendance record.

Wherever possible, please book appointments for your child outside of school hours. Most opticians, non-urgent medical appointments etc can be booked after school hours, at weekends or during the 13 weeks of school holidays.

## **Holidays during Term Time**

Family holidays must be taken during the official school holidays. If you require **exceptional leave** (e.g. death/serious illness of relative etc) you **must** complete a request form, available from the school office and submit it to the Headteacher with **supporting evidence**.

## **General Staffing Information**

Headteacher – Clare Tayton

Deputy Headteacher – Giovanni Giovanelli and Suzy Gregory

School Business Manager – Jonathan Verity

Premises Manager – Oliver Williams

If you have any general queries, please do come to see us in the main school office and we will be happy to advise you, or make appointments for you to see the appropriate person.

**Office Hours are 8.30am to 5pm daily.**

## **PACT Information (Parents And Children Together)**

We believe, and research supports this view, that when parents spend time reading with their children, demonstrating to them that reading is important and enjoyable, their children improve faster than those who do not receive this kind of support.

The first part of this document contains our school PACT policy which explains how the scheme will be organised.

The rest of the document consists of suggestions that may help you when reading at home with your child.

### **John Ruskin PACT Policy**

In each class there will be a good selection of books available for children to choose from.

In Reception and Infant Classes your child will take home two books a week: a book of your child's choice and a book from the school reading scheme. Books should be taken home every night and returned to school in the morning. Book changing days will be decided by your child's Class Teacher. The book your child picks from the library may be of a reading level above their current ability and is for enjoying together.

Books must be returned before further books can be borrowed.

It is essential that books are well looked after. Any damaged books must be returned to the Class Teacher or Librarian and the full cost of the book must be paid. You may purchase a school book bag, which is sturdy and is useful for the children when bringing home letters and any work.

Book bags will be kept together in a specified place in the classroom.

Each child will have a Reading Record Book which the Class Teacher or Teaching Assistant will write the titles of the books and the dates that they were issued. In Year 2 and the junior classes this can be done by the children themselves or a parent. There is a space for parents to write a comment on their child's reading progress and record any questions or queries that they may have. If you do not wish to write a comment, please just initial the record book so that we are aware the book has been read.

Teachers or Teaching Assistants will check the Reading Record Books and comment or advise parents as necessary. Teachers will be happy to discuss any problems briefly immediately before or after school or in greater depth by appointment.

The English Co-ordinator, Head and Deputy Head are also available for advice or to answer questions about PACT.

The PACT scheme is to support and extend the reading that the children are doing in school.

The PACT scheme applies to children of all ages and reading abilities. Emphasis is always on enjoyment, building confidence, praise, encouragement and the sharing of books.

### **Reading Together at Home**

Remember that there is no right or wrong way to read with your child, as long as you are relaxed and positive about it.

Make yourselves comfortable and cosy during reading times, try to become completely involved and give your undivided attention.

Choose a time for reading when there is nothing else you would much rather be doing e.g. watching a favourite television programme.

Keep your reading sessions short (10 – 15 minutes) and stop if either of you is too tired.

Use lots of positive praise and encouragement, try not to be critical, angry or make a fuss about mistakes.

Discourage any feelings of competition with other children at home or school.

If the book seems too hard, read it through and talk about the parts that seemed interesting to your child. If the book seems too easy remember that everyone likes to relax sometimes with an easy read and this builds up confidence.

Sometimes children want to re-read a book (maybe several times over) and this should be encouraged.

Children will learn from anyone who shows an interest in their development. So encourage brothers, sisters, cousins, grandparents, aunts and uncles to join in.

## Helping Your Child to Read the Text

Sit so that you can both see the words and pictures regardless of who is reading at the time.

Look at the pictures and briefly discuss the book before reading the words.

Use the pictures to help your child predict the story. Encourage your child to guess at unknown words and be pleased if they make a sensible guess, even if it is not exactly right. Help your child to break words down into sounds and work at 'sounding them out'. The first sound in an unknown word is a particularly useful clue to guessing the word.

Don't correct every word they read incorrectly, particularly if their mistakes don't affect the overall meaning or story. If however they are really struggling, offer to take over the reading and praise them for their efforts.

Try to read regularly with your child (rather than every day one week and then not at all the next). Try to read at least two or three times a week if every day is difficult for you.

Don't forget that the opportunity for your child to read is all around you as well as in books. Food packaging, shopping lists, road signs, birthday cards, catalogues etc all offer a chance for you and your child to read together.

## Writing a Comment in the Reading Record Book

Please try and make a short written comment every time you read with your child. This can be a brief comment about your child's progress and your name or initials. Here are some examples:

- *Read well today with Mum*
- *Needed some help with the words but read well once we had looked at the pictures together. AG.*
- *We discussed what might have happened to the giant if Jack hadn't cut down the beanstalk. Dad.*
- *Read both books on his own for the first time. Hooray! Gran*

If you feel that any book is particularly successful or unsuccessful please note it in the Reading Record Book.

If at any time you are worried about your child's reading or there is something that you do not understand, please come and see us.

Teachers are interested in your comments and opinions about the books and about your child's progress with reading at home.

Don't be afraid to come into school and ask for help or advice or to make a suggestion regarding any aspect of reading at home with your child.

This PACT document was written by Suzy Gregory.



## Term Dates – September 2021 to July 2022

### Autumn Term 2021

INSET days (children do not attend school): Wednesday 1 and Thursday 2 September 2021

Term time: Friday 3 September to Friday 22 October 2021

Half-term holiday: Monday 25 October to Friday 29 October 2021

Term time: Monday 1 November to Friday 17 December 2021

*Christmas and New Year holiday: Monday 20 December 2021 to Monday 3 January 2022*

### Spring Term 2022

INSET day (children do not attend school): Tuesday 4 January 2022

Term time: Wednesday 5 January to Friday 11 February 2022

Half-term holiday: Monday 14 February to Friday 18 February 2022

Term time: Monday 21 February to Friday 1 April 2022

*Easter holiday: Monday 4 April to Monday 18 April 2022*

### Summer Term 2022

INSET day (children do not attend school): Tuesday 19 April 2022

Term time: Wednesday 20 April to Friday 27 May 2022 (except May Day bank holiday on 2 May)

Half-term holiday: Monday 30 May to Friday 3 June 2022 (spring bank holiday on 30 May)

Term time: Monday 6 June to Thursday 22 July 2022

INSET day (children do not attend school): Friday 22 July 2022