

*Sheering  
Church of England Primary School*



*Handbook for Parents of Children in  
Early Years Foundation Stage  
Reception  
( Class 1)*



# *Introduction*

This handbook has been designed for you to refer to whilst your child is a member of Foundation Stage at Sheering School. It is based upon the most frequently asked questions in the hope that it may answer any queries you may have about your child's education. However, it cannot answer all questions and the school welcomes informal contact with parents. Please speak to a member of staff in the first instance or contact Mrs Olley or Mrs Doyle in the school office if you wish to make an appointment to discuss any issues in more detail. We aim to provide a happy and fulfilling education for all our children through which every child can be helped to achieve their potential. Our children benefit from being part of a small community school with our ethos of care for every individual. The active support of parents and families is a key factor in achieving success so thank you for reading this booklet and taking note of its contents.

## *What is the Early Years Foundation Stage?*

The Early Years Foundation Stage is the period of education from birth to 5 years. Now that your child is between the ages of 4 and 5 years old, they will be entering Foundation Stage 2, which takes place in the Reception class (Class 1). During Reception year the children work towards the Early Learning Goals. Most children are expected to achieve the early learning goals by the end of the foundation stage. There is a strong emphasis on learning through play, both child initiated and planned play.

## *What will my child be learning?*

The curriculum is organised to meet the national requirements for pupils aged under five years, in the Early Years Foundation Stage. Pupils in Reception follow the nationally expected **six areas of learning**. They provide a framework for later achievement. They are:

### **Personal and social development**

Learning about respect for others and developing social skills. Children are given opportunities and support to help them develop a positive sense of themselves and others.

### **Language and literacy**

Learning to use language for communication and thinking, linking sounds and letters and reading and writing. Children are given opportunities and encouragement to use their skills in a range of situations and purposes.

### **Mathematics**

Developing mathematical understanding and working with numbers, shape, space and measures through stories, songs, games and play,

### **Knowledge and understanding of the world**

Developing the knowledge skills and understanding that help them to make sense of the world. This includes first hand experiences to encourage exploration, observation, problems solving and discussion.

### **Physical development**

Developing their skills of co-ordination, control, manipulation and movement. The children are encouraged to think about keeping healthy and active.

### **Creative development**

Exploring and sharing their thoughts, ideas and feelings through art, music, dance, imaginative play and role play.

More information about what the children will be learning each term will be found on the Class 1 page of the website each half term.

## *What do I need to know about Class 1?*

If your child finishes school at lunch time you should wait by the door at the side of Class 1 to collect them. If your child stays all day, they will be brought out to the front playground where you should wait to collect them at the end of the day. If someone other than the parent is collecting your child please let your teacher know in the morning.

When your child arrives in the classroom they will be encouraged to put their own possessions away in the correct places and self register what they would like for lunch. They will then be able to choose their initial activity from a choice on a card.

Wednesday is 'Sharing' day in Class 1, where children are encouraged to share news or items of interest with the rest of the class. Please could you encourage your child to bring in objects or books related to the topic being covered. Children should not bring toys into school as we have a well equipped classroom and toys can be lost, damaged or become the sources of arguments in class - thank you. We do, however, understand that when children first start school they may need a small soft toy as a 'comforter'. If this is the case, please inform your child's teacher and ensure the toy is small enough to fit in your child's tray in class.

Friday is library day and children may choose a book to take home. Please ensure your child's library book is returned every Friday, unless they would like to keep it for another week. Thank you.

We only have limited supplies of painting aprons in school so if you would like to provide your child with a painting apron to avoid clothes being marked by paint and glue, that would be very helpful. An old shirt can be used for this or alternatively, many supermarkets and other outlets sell plastic ones quite cheaply.

Similarly - please make sure your child has suitable clothing for working in the outside area. This may include a coat and wellingtons if weather is bad. All clothing should be clearly named as this saves a great deal of time and distress when changing for PE.

### *Homework.*

At Sheering School we operate a planned programme of homework, in line with government guidelines, catering for the youngest to the oldest of our children. A letter from your child's teacher will be sent with the homework to explain what to do and what the children have covered that week. Children are expected to continue with regular reading throughout their time at Sheering School. Reading records travel between home and school on a daily basis, so that reading can be recorded.

### *What happens when they are ready to move on to the next stage?*

During their last half term in Reception (Class 1) children will be offered a number of opportunities to familiarise themselves with the class and expectations of Key stage 1.

# *How can I help my child?*

*Continue to encourage your child to develop skills of independence such as:*

- Looking after their own belongings.
- Finding what they need for a task and using resources carefully.
- Using a knife and fork correctly and eating healthily using the 5 a day approach to fruit and vegetables.
- Follow simple instructions for a task and stay focused until they have finished.
- Log on to the computer, open a programme, save their work and shut down.
- Dress and undress themselves on their own, including tying shoelaces.
- Holding a pen/pencil correctly.
- Speaking clearly and listening carefully.

*Continue to plan a regular time to:*

- Share their school reading book with them and help them to learn their letter sounds and names. Please ensure these books are returned to school each day.
- Do some cooking with them so that they can practise weighing out and mixing the ingredients for themselves.
- Go to the local library

***Practise:***

- Counting reliably up to 10 everyday objects.
- Recognising the numerals 1 to 9.
- Finding one more or one less than a number from 1 to 10.
- Beginning to understand that addition is combining two groups of objects, and subtraction is 'taking away'.
- Listening, carefully and responding to what they have heard by asking questions or making comments.
- Speaking clearly and with confidence and using conventions such as, 'please' and 'thank you'.
- Linking sounds to letters, naming and sounding letters of the alphabet.
- Using what they know about letter sounds to have a go at writing simple words.
- Writing their own names.
- Sequencing the days of the week.

***Remember to:***

- Help them to remember the school rules.
- Check their hair every week for head lice.
- Maintain a regular routine for school days.
- Return all consent slips for trips and events **AS SOON AS POSSIBLE** and at the very least by the date on the slip. It helps everyone in school if slips are returned promptly and saves reminders. Thank you!
- Fill your child's water bottle with fresh water, **NOT** squash or juice, please.
- Make sure your child has their PE kit in school every day.
- Send your child to school with a School fleece or other coat when the weather is uncertain and every day from the beginning of November until the end of the Spring Term.
- Make sure that all coats and fleeces have hanging loops.

# *The School Day*

8.45 am - Member of staff on duty in the playground. Please bring your child to the playground at the start of the school day.

8.55 am - Whistle blown by member of staff and children line up in their class order.  
Teachers or Teaching Assistants collect children from the playground for registration.

9.00 am - The school day begins.

9.10 am - Registers close. Children arriving after this time are marked late.

10.45 am - Morning break.

11.00 am - Lessons begin again.

12.00 pm - KS1 break for lunch.

12.10 pm - KS2 break for lunch.

1.10 pm - Afternoon school begins.

2.15 pm - Afternoon break.

3.10 pm - School day ends.

Any child who has not been collected will be asked to wait in the school building until they are met. We expect that this situation will only arise in an emergency; please let us know if you are unable to meet your child at 3.15 pm for any reason. If anyone other than a parent or regular carer is meeting your child please inform the School.

## *Punctuality.*

We expect pupils to arrive at school in good time for the morning and afternoon sessions. If you arrive after these times, please report to the main reception to register your child.

## *Collection during the school day.*

If for any reason you need to collect your child during the teaching sessions, please come to the main reception. The office staff will collect your child from their class and sign them out. So that this works well for everyone, please provide us with a note, in advance, that gives the time and reason you will be collecting your child.

## *Attendance.*

Regular attendance is very important and absences should be restricted to unavoidable circumstances such as illness or family difficulties. If possible, please try to arrange non-urgent medical and dental appointments out of the school day. We are legally required to keep accurate records of attendance, to supply data on attendance to the Local Authority, and to set targets to improve attendance. Because of this, a reason must be provided for all absences, otherwise they cannot be authorised. Please report the reason for any absence to Mrs Olley, Mrs Doyle or to your child's teacher as soon as possible, preferably before 9.30am on the day of absence.

Leave of absence is not an entitlement and absence for holidays has to be authorised by the school; forms are available from the school office for this purpose. We are very sorry but the regulations stipulate that not more than 10 days absence can be authorised in any one academic year. It can be very disruptive for young children to have prolonged absences from school and for this reason we ask you to try to avoid taking lengthy holidays during term time.

We encourage good attendance at school and an Attendance Cup and Certificate is awarded each month to the class with the highest attendance. Children with attendance of 90% or above throughout the year are rewarded with a Good Attendance Certificate at the end of the year. A record of each child's attendance is included in their Annual Report.

# *What if.....*

## *I would like to help in school?*

All parents have a very important role to play in the life of the school. Research studies have shown that children's levels of motivation and interest in school are significantly strengthened if they know that their parents take an active interest in all school activities and lend support and practical help when they can. Here are some of the ways in which parents can support the school:

- Reading the weekly Newsletter, taking note of dates, returning slips promptly.
- Being active in PTFA activities and meetings.
- Offering to help in the classrooms with a range of tasks and activities. E.g. listening to the children read.
- Considering becoming a School Governor when vacancies arise.
- Helping with transport to activities when required.
- Attending school events (Parent/Teacher Meetings, sports events, Celebration and special services etc).

If you would like to help in the School on an occasional or regular basis, please contact your child's teacher.

**NB** All voluntary helpers in School will be required to undergo a check at the Criminal Records Bureau. This is normal practice in all schools.

## *I want to discuss something with my child's teacher?*

We hold two formal Parent/ Teacher Meetings a year. These individual meetings to discuss children's progress and set targets are held during the Autumn and Spring Terms. The dates and times are always published in the Newsletter in advance and appointment slips are sent out. There is also an informal, more general Open Evening, providing a chance to celebrate the year's work and discuss your child's report at the end of the Summer Term.

In addition to these consultation meetings, teachers are always happy to discuss any issues or concerns which you may have about any aspect of your child's life in school. It is usually not very convenient for teaching staff to have discussions with parents in the morning before school begins, unless the matter can be dealt with quickly and simply. If you need to have a more detailed meeting with your child's teacher, please make an appointment with them or by contacting the school office. Thank you.

## *I notice my child has head lice?*

You must treat it immediately. Advice can be sought from your local pharmacy about which lotion is currently most effective. Once treated you must continue to check your child's hair every day in case you have missed any of the eggs. If you do not treat your child straight way it will cause them considerable discomfort and they will soon become distracted during lessons. Remember to let the school know so that we can contact other parents to let them know they may need to check their child's hair.

## *My child is ill and needs to take medicine?*

If pupils are unwell, the best place for them is at home. However, if your child does require prescribed medicines during the school day, an adult must bring the medicine to the main school office and sign a consent form explaining the dosage (inhalers are administered when required). Any medicines must be collected at the end of the school day by parents or carers. For long-term medication, for example inhalers, that need to remain in school over time, we ask that they be labelled clearly with your child's name and requirements.

## *My child wants to have school dinners?*

The present cost of a school meal is £1.60 for each meal (£8.00 weekly). This amount can be paid by cash or cheque, payable to Sheering Primary School. This **MUST** be brought in a sealed envelope, marked with your child's name, their class, and the days that meals are required, and should be left in the black, wall-mounted letterbox in the entrance lobby.

## *My child wants to have packed lunches?*

Children should bring their lunch in a small lunch box. This must be labelled with their name and class. Non fizzy drinks are allowed in an unbreakable container. Drinking water is always available free of charge.

## *I want to speak to the Headteacher?*

The Headteacher is always pleased to talk to you. An appointment can be made through Mrs. Olley.

## *Code of Conduct*

Sheering School has a strong ethos of care and concern for all. We expect that all our children will behave with courtesy and consideration for others at all times. Incidents of unacceptable behaviour are rare but they do occur in all schools and parents can be assured that any such incidents will be dealt with swiftly and effectively. During lessons children are expected to be attentive, cooperative and to work with persistence and concentration. Playtimes provide an opportunity for children to run about, make a noise and generally relax with their friends. However, the playground must always be a safe and friendly place for all who share it and any child whose behaviour is disruptive or places others at risk will be reprimanded and may lose some play privileges. Bullying, rough play and verbal abuse are never acceptable in our school.

## *School Uniform*

All parents are asked to please make sure that uniform guidelines are followed and that children attend school wearing school uniform each day. The uniform is intended to be smart, practical and economical. Thank you. ***Please make certain that ALL items of clothing are labelled clearly with your child's name to avoid items going astray.*** Because of health and safety regulations, we do not allow jewellery to be worn in school, except for watches and plain ear studs. These must be removed for PE lessons.

## *Health and Wellbeing*

We aim to promote a healthy lifestyle. It is a good idea to provide your child with a water bottle to keep near them in school so drinking water is readily available. Having access to sufficient water whilst working has been shown to improve concentration and aid performance.

It is important that parents and carers keep the school informed about any accidents and health issues which a child may have, so that school staff can be especially vigilant: for example, if a child is prone to nose bleeds.

## *Finally*

Thank you for supporting and encouraging your child throughout their years at school. Research has shown that children who achieve high standards have experienced a positive Home/school partnership.

We hope you have found this booklet helpful. By following the routines in this handbook you will be working with us for the good of all children in our care.

**Headteacher, staff and Governors of  
Sheering Primary School.**

**THANK YOU!**