

# **Welcome to Roe Green Infant School**



## **Reception Information Booklet for Parents/Carers 2021/22**

*Proud to be.... Respectful, Resilient, Trustworthy, Safe & Healthy, Positive,  
Creative, An achiever, Independent, Honest and Friendly.*

## **A word from the Head Teacher**

Dear Parents and Carers

Welcome to the start of your child's school education. Every child deserves an excellent early education and every parent should be confident that their child is getting the best.

Here at Roe Green Infant School, we are focused on young children's learning and development and meeting their welfare needs; to keep children safe and support their healthy development.

We aim to achieve this in a friendly, caring environment, providing excellent professional staff and a stimulating curriculum.

We like to work closely with parents and carers to ensure that together we can give every child the foundation they need to succeed.

I look forward to working with you as part of this team over the next few years.

Best wishes

Nicole Lobo

Head teacher

Your child is about to start school and we would like to welcome you. We hope this booklet will answer some of the questions you may have before your child starts school in September. Many of you with older children already in the school may be familiar with some of this information but please do read it carefully. There may be things which have changed, that you may have forgotten or indeed, never knew. Please keep this booklet as a reference for the future.

Starting school is a very big step for both you and your child. The way your child settles into school is very important and we do our best to help each child come to school happily and enjoy learning.

### **Home Visits**

The start of this year will look very different compared to previous years. Due to Covid-19, unfortunately we will be unable to arrange a home visit before your child begins Reception. Instead, we will be sending you a child discussion form that will give us information about your child's likes and dislikes. It is very important that you fill this in as it will help us to settle your child into our school. A copy of the Emergency Contact and Collection Form will be sent in the post, along with a letter confirming your child's place in Reception. Please ensure that you fill in all sections of the Collection Form and the Emergency Contact Form and post them back to the school by the date given. As well as providing the school with a telephone number, it is important for us to have your correct email address. During the Covid-19 pandemic, communication through email has been a very important part of maintaining contact between the school and our families. Please visit our school website [www.rgreeninf.brent.sch.uk](http://www.rgreeninf.brent.sch.uk) to gain an insight as to what our school looks like. Have a browse through the pictures that show the different learning areas in Reception.

### **\*Starting School – the first few weeks**

**\*Week 1 - Half days – children will be going home at 12.15pm after lunch**  
**Non Nursery children**

**\*Week 2 -**  
**Full time RGI Nursery children (school finishes at 3:15pm)**  
**Non-Nursery children & RGI part time Nursery Half days – children will be going home at 12.15pm after lunch**

### **\*Week 3 (23<sup>rd</sup> September 2019) –**

#### **All children to finish school at 3:15pm**

*\*This may be subject to change dependent on the guidelines regarding Covid-19, at that time.*

We operate a staggered entry during the first few weeks. This provides an opportunity for your child to become familiar with their surroundings and school routines in a smaller group. Children will attend for mornings only during the settling in period.

**School officially starts at 8.55am** and children should be brought to their class door where the teacher will greet them. However; we do operate a ‘**soft start**’ system where children can be dropped to their class **anytime between 8:50 – 9:00 am**. If you are late, you must go round to the main office and handover your child to the office staff.

At lunchtime the children will go to the dining hall at 11.30am. School Meal Supervisor Assistants (SMSAs) and teachers will look after them before they go home at **12.15pm**. **Please make sure that your child is picked up on time**. Children who are left even for a few minutes may be upset and are hard to console.

**Reminder:** During the settling in period school will start at **8.55am** and finish at **12.15pm**.

#### **Settling into School**

Children may settle into school happily or they may cry on the first few days or after a few days. **Be patient**. Starting school can be stressful and tiring. Any parent is welcome to stay to settle their child, however, please ask the teacher’s advice. Most children settle best without their parents around. Our teachers have a lot of experience in settling the children in their care and try to do the best for them at all times.

#### **The School day – (from 23/09/19)**

The official school day starts from **8.55am** and school ends at **3.15pm** once children are attending all day. Please be prompt in collecting your child. For safety reasons, only those adults that have been named by the parents on the **pink collection form** will be allowed to pick up the children. Reception children will have a choice of learning indoors or outdoors during both morning and afternoon sessions as part of the Outdoor Curriculum. Lunchtime is from 11.30am when the children go to the dining hall for lunch followed by an outside playtime until 12.45pm, supervised by SMSAs.

### **Preparing your Child for school**

Here are some things that you can do to prepare your child for school life; to help your child become independent and grow in confidence. Even if your child has been to nursery please read these points carefully as even the most confident child will need to adapt to new ways at school.

- Please make sure your child can go to the toilet without adult help. In the first couple of days at school, children visit the toilet with an adult. After a while they are expected to go with a friend, within the care of an adult, so they need to be able to manage themselves. Some boys get confused about using the urinals we have at school, so a trip to a public toilet with dad or a big brother could save accidents.
- Please teach your child to dress and undress with as little help as possible. While it may be quicker for you to help your child to get dressed at home, you cannot help them at school and your child may wait a long time before having a turn with a teacher's help. Getting ready for PE is much easier if each child can change independently.
- Please make sure that fastenings on clothes are as simple as possible and that your child can manage them. Shoes with Velcro are much easier than lace-up shoes. Please consider this, if your child needs a new coat or shoes before starting school.
- **Please name all of your child's clothing.** School uniform can be very expensive to replace if it gets lost. It is much easier to find if your child's name is inside.
- Some children can take a while to adjust to lunchtimes at school. Whether your child will be having a school dinner or packed lunch he/she will need to be able to manage with only a little help. Please ensure your child is able to eat independently. If your child will be having a packed lunch, some practice eating from a lunch box before school starts would be beneficial.
- Lastly but most importantly, please talk to your child in a positive way about school and try to hide any worries you may have. It is only natural that you have concerns as parents, especially if it is your child's first experience of leaving you. Tell your child about all the exciting things that will happen at school and take an interest in your child's thoughts about starting school.

### **School Meals**

Cooked school meals are available. These are healthy meals which always include vegetarian options and salads are available daily. Since September 2014 all children in Reception have received a free school meal, whether their parents are in receipt of benefits or not. **\*Please note that you will still need to apply for a free school meal if you do claim benefits. (Parents will be informed, if any changes to the criteria for free school meals are made.)**

You may prefer your child to have a packed lunch. Please ensure the lunch you provide is a balanced, healthy meal. We do not allow sweets, chocolate or food containing peanuts. As we are a 'healthy school' children may only bring water to drink. Please send water in a plastic bottle. No milk, fizzy drinks, squash, juice or yoghurt drinks are allowed.

Your child may change from packed lunch to school dinner or vice versa. We try to be flexible if a child has difficulty. However, we do require two weeks' notice, as meals need to be ordered in advance.

### **Fruit and Water**

Children are provided with a piece of fruit daily. This is given during fruit/circle time during the school day. Each child also needs to have a water bottle for use in class. This is in addition to the water in their lunch box. You can provide your own water bottle clearly marked with your child's name or purchase one from the school office.

### **The Curriculum:**

Our curriculum is based on the Government's curriculum for 0-5 year olds (The Early Years Foundation Stage). Early year's education is the foundation upon which children build the rest of their lives. It is a crucial stage in terms of children's physical, social, emotional and intellectual development.

**There are seven areas of the Early Years curriculum. They are:**

#### ***Personal, Social and Emotional Development; Making relationships, Self-confidence & Self-awareness, Managing feelings & behaviour***

We aim to build children's confidence in all areas of learning and very importantly in themselves as individuals. Children are helped in developing a positive sense of themselves. We encourage and teach children to be independent within the familiar boundaries of their class and school. When children are confident and happy they will participate in the learning environment created for them. Children are encouraged to interact appropriately and develop a respect for others. They develop social skills and learn how to manage their feelings as well as to understand appropriate behaviour.

#### ***Communication and Language; Listening & Attention, Understanding, Speaking***

Children are helped to develop their skills in speaking and listening. They are encouraged to listen attentively to others in a range of situations and respond with relevant questions and comments. They are expected to listen to and follow instructions. Children are helped to express themselves effectively. They have opportunities to talk about past and future events, their ideas and creations. They are introduced to a range of texts, both fiction and non-fiction and this provides many opportunities for speaking and listening.

#### ***Physical Development; Moving & handling, Health & self-care.***

Children are encouraged to be active and to improve their skills of co-ordination, control, manipulation and movement. They take part in a weekly PE lesson and have opportunities to develop in this area during everyday activities both inside and out. We provide a range of equipment to help the children grow physically strong and agile. The children learn to share and co-operate with others and to persist in activities, practising new and existing skills and learning from their mistakes. We also provide lots of activities for children to develop their fine motor skills. Children are supported in developing an understanding of the importance of physical activity and making healthy choices in relation to food.

### ***Literacy; Reading, Writing***

We encourage children to look at and enjoy a range of books. Children are taught phonics and 'tricky words' daily which supports them in developing reading skills. Once they are ready they will begin to take a guided reading book home.

Staff value all children's attempts at early writing. Children are encouraged to draw and paint and give meaning to their marks. They are encouraged to attempt to write for a variety of purposes and use their phonic knowledge to sound out and write simple words.

### ***Mathematics; Numbers, Shape, space & measure***

Children are given opportunities to experience mathematical activities in a practical way. They are taught about numbers and the number system and how to use them to solve problems involving addition, subtraction, doubling, halving and sharing. They are encouraged to use everyday language to talk about size, weight, capacity, position, distance, time and money to compare quantities and objects and to solve problems. They are taught about shapes and patterns and encouraged to use mathematical language to describe them.

### ***Understanding the World; People & communities, The world and Technology***

This area of learning is the basis for understanding facts and concepts in history, geography, religious awareness, technology, and scientific exploration. Children are supported in developing the knowledge, skills and understanding that helps them to make sense of the world and community. They are provided with opportunities to explore, observe and find out about people, places, technology and the environment.

### ***Expressive Arts & Design; Exploring & using media & materials, Being imaginative***

Children are encouraged to explore a wide range of media and materials. They are provided with opportunities for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role play, and design and technology. Children explore using their imaginations, develop fine motor skills and realise how to express their ideas and emotions.



### **The Outdoor Curriculum**

The Early Years Foundation Stage curriculum states that children should have opportunities to play outside every day. Each of the seven areas of learning are provided for both indoors and outdoors. Children in Reception have opportunities to play outside during the day. Outdoor play offers opportunities for different activities and learning to take place that cannot be provided in the indoor environment alone. Many larger scale activities are done outside, as well as those that help children to develop gross motor skills, such as throwing and catching. Children also have opportunities for first-hand experience of the weather, seasons and natural world. **Children will go out in *all* weather conditions, therefore they should be dressed accordingly.**

Reception children have access to an enclosed outside area during outdoor curriculum times. During certain parts of the day, the children have the opportunity to learn outdoors or visit other classrooms to continue their learning.

### **Parent workshops**

Everyone at Roe Green Infant School knows that one of the main priorities for parents is their child's educational well-being. Your continued role in helping your child with their knowledge and understanding of all aspects of reading, writing and mathematics is very important and we value the support that you give. In your child's Reception year, you will have the opportunity, at least once every term, to come in and participate with your child's learning. We will have drop in sessions for you to come and experience phonics, guided reading, maths and art in action.

### **Learning Outdoors**

From Spring 1 the children are given opportunities to extend their learning outdoors. We take advantage of our local community parks and use them as our outdoor class to enrich our teaching of Understanding the World and Physical Development.

A group of 15 children will be making a trip to the local park and engaging in planned active learning which will give them opportunities for Yoga, exploring nature, identifying, naming and sorting natural resources, looking at similarities and changes in seasons and looking at growth and decay.

### **Little Chefs' kitchen**

In the cooking sessions children enjoy exploring and learning new skills such as chopping, grating, measuring and using the kitchen equipment. The children learn to make healthy decisions and try a variety of foods that they may not have tried before. They also engage in manipulating materials and handling different textures to develop their fine motor skills and improve their pincer grip. We ask for a **small contribution of £5 per child** for the year, for these sessions to be able to take place.

### **Assessment**

Staff are continuously assessing children to find out their stage of development in all areas of learning as well as their individual needs and interests. Assessment is done through observing children in their self-chosen play activities as well as during activities carried out with an adult. These assessments form part of your child's individual profile that is called their 'Learning Journey'. You will have opportunities to see your child's Learning Journey throughout the year. We encourage parents to add their comments about their child's learning too, as often children demonstrate different abilities in their home environment. Also, from this year it is statutory for us to carry out a Baseline Assessment for all Reception children. This will be completed by the class teacher within the first three weeks of the children settling into school.

### **Open Evenings**

We hold several meetings over the year to discuss your child's progress. All parents are expected to attend. This is an important opportunity for you to find out about your child's progress and for you to ask any questions you may have. We also run parents' workshops and meetings throughout the year to help parents understand how and what we teach.

### **Attendance**

Children are expected to be in school every day unless they are sick. Please **do not** keep your child off for any other reason as they will miss valuable learning experiences. Your child's Reception experience establishes important expectations and routines for their future schooling. Attendance is monitored by Brent Education Welfare Officers. If your child is sick, please let the school know by ringing 020 8204 3531 or tell your child's teacher on the first day of absence.

Please make sure your child is fit to be in school. We are only able to make arrangements for children to be kept indoors at break times in exceptional circumstances. It is not advisable for children to miss school for other reasons other than illness. Leave can be

requested by filling in a form available from the school office; however, it will only be authorised in ***exceptional circumstances***.

### **Medicines**

If your child needs regular medication for asthma or eczema it should be handed into Mrs Jackson, our Welfare Officer. An indemnity form must be signed before any medicine is administered. You will also be asked to fill in a Health Care Plan with Mrs Jackson. We are unable to administer antibiotics for short term illnesses. Please talk to your child's class teacher or welfare officer if you have any questions about your child's health. A health screening is arranged after your child is five. It is very important for the school to be able to contact you in the event that your child falls ill. **Therefore, you must ensure that all details have been filled out correctly on the emergency contact form.**

### **Late collection**

If parents are late on three occasions, a meeting will be arranged to meet with me to discuss this matter. Please see the School Office to make an appointment.

From the fourth late collection onwards, there will be a charge of £1.00 a minute per child applied to cover the cost of the school's additional supervision. The total cost for their child/ren's additional school supervision will be expected to be paid on arrival or by the end of the following school day.

### **Behaviour**

The rules help and encourage children to work and play together harmoniously. The rules are included here so that you can talk about them and reinforce them at home.

### **Roe Green Infants School Rules**

We are a happy school because...

1. We listen to and follow instructions.
2. We care and share.
3. We are honest.
4. We keep our hands and feet to ourselves.
5. We help each other learn and enjoy.

We operate a traffic light system as part of our behaviour policy so that children can clearly see the consequences of both good and bad behaviour. This has been included at the back of this booklet, along with a simple guide that we teach children, on how to deal with minor conflicts with others.

## **Ethos**

Our ethos at Roe Green Infant School:

(We are) *Proud to be.... Respectful, Resilient, Trustworthy, Safe & Healthy, Positive, Creative, An achiever, Independent, Honest and Friendly.*

We ensure that we share and discuss our ethos with the children. We talk about the meaning of each word and why we should be proud to be part of our school.

## **Lost Property**

Any misplaced clothing is kept in the Reception foyer or in drawers in the corridor, outside the small hall. We strongly advise that you label each item of your child's clothing, including hats, scarves and PE kits. It is much easier for lost items to be returned to their owner if they are named.

## **Toys and Jewellery**

We do not encourage children to bring toys to school because they can be easily lost or broken. If your child has something to show the class, the teacher must know so that it can be kept for safe keeping. Each class teacher arranges 'show and tell' differently so if you have any questions talk to him/her directly.

## **Child Protection**

We work in partnership with parents to support children and their families in every way possible. However, we have a clear legal responsibility to safeguard and promote the welfare of all our children. If concerns are raised within the school, or a situation is reported to us involving possible abuse, we are obliged to refer it to Social Services. This is in line with Government and Brent policy.

## **Can You Help?**

Later in the school year children will go on trips. All activities are very carefully supervised and we require parent volunteers to accompany us in order for them to be possible.

If you would like to help in the classroom, please make an appointment to see Mrs Aziz. It is school policy that all parent helpers are CRB checked and they are not permitted to support in the same class as their child.

Roe Green Infant School, Princes Avenue, Kingsbury, London NW9 9JL **Tel:** 020 8204 3531

**Concerns and Complaints**

Please see the class teacher in the first instance. You may speak to the Year Leader, Deputy Head teacher or Head teacher if your worry or concern is not resolved.

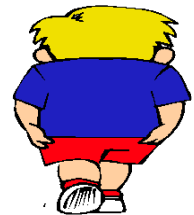
We aim to make school a happy and supportive place for children and parents and hope you and your child will enjoy the time spent at Roe Green Infant School.

We hope your child's time at Roe Green Infant School will be both enjoyable and rewarding and we look forward to your future involvement with us.

## Playing Together

What to do if something goes **wrong**.

What happens if someone hurts you or upsets you while you are playing or working?



1<sup>st</sup> Tell them to stop it because you don't like it

2<sup>nd</sup> If they do it again, walk away or go and tell an adult.



3<sup>rd</sup> If they still bother you, find an adult or get a friend to fetch help.

**Remember**, if you cannot sort it out yourself - GET HELP