



"Developing Lively, Inquiring & Creative Minds"

Reception New Intake (September 2022) - Welcome Pack

Dear Parents

Your child will soon be joining our school. We hope this booklet will provide you with the information you need to help your child's first days in school be as happy as possible.

Contact Details

There is lots of other useful information on our school website :

<https://carltonprimary@selby.ac.uk>

If you have any queries, please contact us anytime during school hours.

Telephone: 01405 860736. Email: carltonprimary@selby.ac.uk

Arrival and departure on starting school.

Please wait with your child outside before school. **The doors open at 8.50. These are then locked again at 9 am for security purposes and entry to the classroom after this time must be through main reception at the front of school.** Children will be met on the door by Mrs Smith and will enter the classroom on their own. They will need their book folder, water bottle and coat every day. They will have their own coat peg with a photograph and their name and they will be encouraged and supported to hang up their own coats. Packed lunches are stored on the lower shelf of our coat trolley. They will be shown our routines and where everything is stored each day.

Once they are settled they will be asked to add their picture to a self-registration board/bus as we use this to develop maths skills. Red reading folders are kept in wicker baskets on a table in the classroom, and water bottles are stored on a unit as you enter the classroom. Please make sure everything is named. Initially we will help your child to do all these tasks, eventually encouraging them to be more independent as time goes on. Once these tasks are complete your child may move directly into free-play as the year starts, working towards morning tasks as the year progresses. We then sit down with the children to do the class register and order school lunches.

At home time we ask that you wait outside the classroom door at 3.15 for safety reasons when the children leave. We do not let Infant children out until we have seen their Parents/carers.

Please let us know if you are not going to collect your child but have made alternative arrangements, so that we can help your child not to worry. We would appreciate written details if your child regularly changes from different carers or any out of school clubs on different days.

School uniform

It will be an advantage to wear clothes they can cope with themselves for the toilet. **Please ensure that everything is clearly labelled with your child's name.**

Jewellery with the exception of a watch is not allowed. If your child has pierced ears he/she will NOT be allowed to take part in P.E. or games lessons unless they are removed at home or by the child themselves.

The Carlton Primary School uniform is as follows:

- White or Red Polo Shirt or White Cotton Shirt
- Red Sweatshirt or Fleece
- Red Cardigan or Jumper
- Grey or Black Trousers, Pinafore or Skirt
- Grey, red or white tights or socks.
- Black Shoes (that cover toes & no laces unless they can tie them themselves)

In warmer weather: Children may choose to wear a red checked summer dress, with red or black sandals or shoes as above

P.E. Kit.

- Red or white polo shirt
- Red sweatshirt
- Black P.E. shorts or black leggings/joggers in cold weather.
- Trainers for outdoor P.E.

You can purchase these at any of the major supermarkets. You can also purchase our Carlton Primary School branded School uniform via the following link or in store at Clothes for little people, Pasture Road, Goole :

www.theschooluniformshop.co.uk

Red reading folder with school logo - also available from Clothes for Little People.

Illness

It is most important that the school has an emergency telephone number on which a Parent can be contacted if they become ill. Please keep your contact details up to date with us!

The school is very hesitant to keep a child who is unwell in the classroom and would prefer to send him/her back to the security of their home where Mum or Dad can give them the attention they need. Infection spreads very quickly amongst small children. **Therefore, it is school policy that any child who has been sick must remain at home for 48 hours after the last bout of sickness.** Small children are also prone to other childhood problems. Please be vigilant for visitors such as head lice or worms. Small children are very tactile and like to share their little friends around and around! Please don't feel ashamed if your child catches either of these – if you can, let us know so we can be aware and help break the cycle.

In the unlikely event that your child is injured at school, we would, in the first instance contact a parent. If we were unable to do that we would take any action necessary. i.e. take the child to the hospital etc. Please inform us if your child suffers from any allergies or illness. If your child has a medical condition that may need medication or treatment. Medicines should be carefully labelled and handed to a member of staff. We will then ask you to complete a medicine consent form with us giving us permission to administer the medicine.

If your child is unable to attend school due to illness please telephone the school office as early as you can on the first day of absence.

Holidays

Holidays during term are discouraged, and in most circumstances marked as an unauthorised absence. If you are unable to take your family holiday during official school holidays and need to be absent during term time then you must put this in writing to the headteacher prior to the absence. Taking your child out of school without authorisation when they are compulsory school result may result in a financial penalty.

Should you have any queries or concerns about your child's entry to school, or any worries throughout the year please do not hesitate to speak to us.

Seeing staff

We operate an open-door policy at Carlton School. Our aim is to build good relationships with families, where we can share valuable information about your child to ensure they are happy, safe and making progress. An adult will always be on the door each morning to speak

to if there is any information you need to share, and we also available to speak to after school to pass on any information we feel you may need to know about your child. We have two Parents' evenings during the year, and you will receive a written report at the end of the year showing the progress your child has made, as well as a copy of their Early learning goals.

We are always happy to discuss your child, please speak to any of us if you have any concerns. Alternatively, if at any time you would prefer to speak to us privately away from the classroom we can make an appointment to speak to you face to face, or on the telephone.

Reception - The main staff in Class R are:

- Mrs Smith – Class teacher, SENCO (special needs co-ordinator) Early Years lead.
- Mrs Bramley – Higher Level Teaching Assistant (HLTA).
- Mrs Swash -Teaching Assistant (TA) – Two afternoons a week

The main staff in Year one next door who your children may also work with.

- Year One teacher – Miss Jackson
- Mrs Whaley – Teaching assistant
- Mrs Chiverton – 1-1 Teaching assistant, and Owls out of school club.

Playtime

From next year the Reception class will not have a morning playtime as we would like to extend their opportunities for extended play throughout the morning, and we often found previously playtime interrupted valuable learning time. They will have a chance to play with the other children in year one and two at lunchtime on the main playground and they will initially be supported by their year 6 buddy. Buddies are matched carefully and are used to support the children at playtime and lunchtime in the dinner hall. Buddies are kept for as long as individual children need them for. This could vary from a week to a term depending upon how independent the child is. We have very little trouble in the playground but playtime can be a very daunting time for a small child. Please speak to us immediately if you feel your child is unhappy so we can give them extra support.

Lunchtime

All children in reception, year 1 and year 2 are entitled to a free school lunch. There is a daily choice of a Hot main meal, a sandwich or a jacket potato. The menu for this is sent out to parents each half term. We encourage all our free school meal children to try and have

the school dinners, however, if you feel they may struggle to like something, you are welcome to top it up with an additional packed lunch. Special diets are also catered for, please speak to the school office for further information.

1. If your child would like a hot dinner, a menu will be sent via Parent mail on a termly basis. Talk through the menu at the weekend with your child each week so they know about the choices available. Water is available for the children on a lunch time.

2. Packed lunches are eaten in the dinner hall. We encourage Healthy lunches at Carlton school, so advise against fizzy drinks, sweets and chocolate. We try our best to encourage the children to eat and drink as much as possible (checking lunch boxes when they pass back through the classroom and asking dinner staff to report to us if a child does not seem to be eating) but if you are ever concerned about how much your child is eating please come and speak to us and we will make the dinner staff aware.

3. Water – you will need a named water bottle on entry to school. This needs to have a lid that the children can drink from without removing it. This is sent home each night. Please ensure it is returned filled with water only each day (no juice or fizzy water) Please monitor their name label as they often wear off when washed.

Early Years Curriculum

Children entering school follow the Foundation Stage curriculum which follows the stepping stones started at Playgroup and Nursery. The emphasis of Early years education is Learning through play. We implemented a new Foundation stage curriculum in September 2021 which is divided into areas of Learning. The Government introduced a baseline assessment package in September 2021 which is to be completed within the first three weeks of starting school. This will be carried about by the class teacher on a one to one basis using a series of games and activities. It looks at speech and language, listening skills, basic literacy and numeracy. This is reported to the Education department who will provide with a short report and will be used to ensure they have made sufficient progress from their starting point at key points throughout their education. As well as this formal baseline we will spend time getting to know the children through lots of observation and play. The children will continue to work throughout the year from their starting point and will be assessed continually throughout the year as they progress towards their Early Learning Goals using different methods of observation of their knowledge, as demonstrated in their spontaneous play. Data is collated at the end of the year as to whether they have achieved their Early Learning Goals and reported to school, Selby Educational Trust (our Academy chain) and North Yorkshire in preparation for key Stage one. A report will then be given showing their achievements at the end of the school year.

Learning Journeys

Throughout the year we will be gathering evidence of how the children are learning through observation of their Spontaneous play. This is a two way partnership as you are the prime Educators of your children. Our Learning Journeys are a collection of wow moments within school and home evidence. We use an assessment tool called Tapestry which we ask you to sign up for in September. This can be viewed online at home, as well as you being able to add to it to let us know special things your child achieves at home. You know your child better than anyone – please share their achievements with us. We also record our learning in a class floor book as well as sharing it with you on Twitter. We will also ask you to sign up to another online app called Marvellous me where we can share your child's achievements with you by sending reward badges online.

Topic planning

Children learn best when they enjoy and are interested in what they are learning. We now plan out Topic curriculum following our Whole school curriculum plan which sequences learning and skills carefully. We ensure that our curriculum develops children who have “lively, inquiring and creative minds.” Our curriculum is planned carefully so that it is an “engaging and rich curriculum, relevant to our children, and community”

Literacy

Literacy in Reception class is the stepping stone to future learning. Basic skills are taught in a systematic and structured way in order to lay down the Foundations and make future learning easier.

Writing

Do not worry if your child cannot write their name. I would rather have them not writing at all, than writing with incorrect formation or in a way in which bad habits are very hard to break. All you need to do initially is encourage a correct pencil grip – we call it “Polly parrot fingers” – a tripod grip. Then follow anything we send home from school on letter formation. We use a pre-cursive script from the beginning. The children will be taught systematically to form each letter within a handwriting frame consisting of four lines. Our hand writing script will be sent out once your child is ready to write. Children initially begin by writing emergently (usually within their play) – this may seem like nonsense to you but please encourage them to “read” it to you and then praise them. Slowly they will begin to write words using the correct starting sound and will then start to make the words longer. The spelling may not be conventional but as long as it can be understood it is wonderful!

Towards the end of the year they will begin to include correct spelling patterns they have learnt during phonics input and will be confident writers.

Phonics

Three years ago, we successfully introduced Read, Write Inc as our phonics scheme and the main emphasis of our phonics teaching. This is a structured programme that takes place every morning in school for a twenty-minute session. Children work in small ability groups and are regularly assessed to ensure they make rapid progress. It is linked to our reading books which carefully match the sounds being taught.

Reading

Our reading scheme is Read, write inc and is closely linked to our phonics scheme and has Fred the frog as the main character. Children will learn to tune into sounds initially playing daily Fred talk games before moving onto learning individual sounds. The scheme moves really quickly blending words once the first set of sounds has been learnt. Any words sounded out loud are “Fred talked” before moving onto reading in our head “Fred in your head” The will also learn lots of “speedy green” and “red” words, and read these daily in school. This also links really well to our first steps in writing as we use our “Fred fingers” to say and count out the sounds in words before we attempt to write them.

Remember all children are different and learn at different speeds. Our thorough assessment programme ensures each child is in the correct group and gaps are closed quickly through afternoon interventions if needed. The most important things are that your child is happy to read, and that they are well supported at home. Once they develop a love of books and are eager to read they will fly. Every child will read in school for twenty minutes for 5 days a week during our Read, write inc session as well as opportunities to read 1-1 to an adult or independently as they progress. At the end of the week they will bring home the book or books they have already read in school. They will be able to read this fluently. They will also bring home a book bag book they haven't read before but contains the speedy green, story green and red words they have learnt in school that week. More information will follow once your child has started their Read, write inc journey.

We teach many of our topics using books as the starting point. We have daily story time, and a weekly visit to our school library.

Maths

Each day the children will receive a formal numeracy input as a class. This will be through oral and mental games on the carpet, teaching the skills such as counting forwards and backwards in 1's initially, moving to 2's 5's and 10's in preparation for year one. We use lots of songs and websites such as Super movers to learn number facts such as number bonds.

Our school maths scheme is White Rose maths. This is supplemented in Reception class by Numberblocks. This is a fantastic resource created by the BBC. The children learn lots of number concepts in a fun and engaging way.



Numeracy in reception class is very practical and play based. We have a numeracy area where children have full access every day to games, puzzles and equipment. We also set numeracy challenges for the children to achieve.

We teach number formation formally, and through play where the children will be encouraged to write numbers using a variety of media, including sand, paint, dough and gloop.