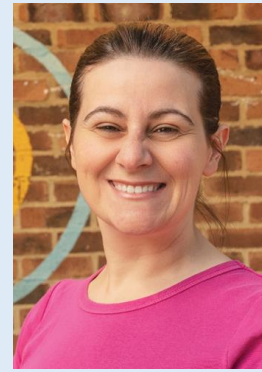




Welcome to
Reception Class-
St Charles Borromeo
Primary School

Wednesday 18th June 2025

Staff



- Miss C Mulea- class teacher
- Mrs M Horton (HLTA)- classroom LSA

(Class teachers will have PPA half a day out of class to plan, prepare, assess)

There will be other staff working within the Reception classroom throughout the week either supporting children or general support. When we know who they are we will inform you

Class teacher can be contacted through email

clairemulea@stcharlesb.surrey.sch.uk Please note- you may not get a quick reply.

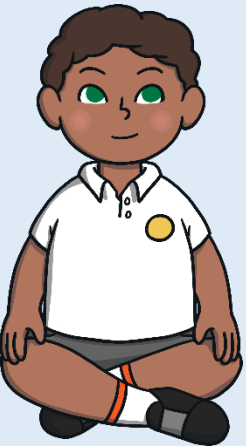
If urgent attention- email info@stcharlesb.surrey.sch.uk (school office)

Daily Organisation

- Children can enter the classroom from 8.40 am. We will register at 8.50am. Enter through green gate via playground
- Fruit and milk/water is provided for a snack. Milk is free for your child until they reach 5 years old. www.coolmilk.com
- Children can bring water bottles into school, clearly named. Please make sure the bottles have a spout, to prevent spillages
- Lunch from 11.45- hot dinner provided free in Rec (up to Y2)
- Collection of children- from the green Reception gate which opens from the Early Years outdoor area at 3pm

A typical day in Reception

- 8.40am Children arrive and settle to early activities
- 8.50am Register, monitors roles and calendar, visual timetable.
- 9.00am Focus learning on carpet (This will build up over time) Children will then choose their learning – free flow inside /outside.
- 10.45am Tidy up then snack time with milk/water and fruit.
- 11.00am Phonics
- 11.40am Visit the toilet, wash hands, have lunch and lunchtime play.
- 12.45pm Register, visual timetable, whole class focus session on carpet.
- 1.15pm Children choose their learning – free flow inside/outside
- 2.20pm Tidy up , whole class learning
- 2.50pm Prepare for home/ story/ wow moments
- 3.00pm Dismissed for home

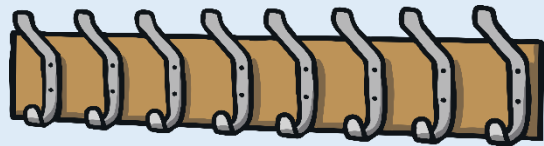


Your child's first few days...

These have been staggered over the first few days in September. This is to give your child a chance to adjust to their new class environment, adjust to the routine of the Reception day, meet the staff and build friendships.

With less children attending together at first, this gives adults more chance to get to know each child and to show them the routines and environment on a more personal level.

It allows adults to assess more easily where your child is up to in the learning and development and plan for their needs. It is also easier for children to build up to doing full days.



Your child's first few days...

After the initial settling in days, drop off will be at the green gate. We understand that some children may take a little longer to settle. We will help support you and your child during this process.

During the settling in days. Arrival at 9 am at the green gate by the playground (if you have an older child in the school please drop them first and then wait outside the green gate)

If collecting at lunchtime in the initial days this will also be via green gate playground

If arrival is at 1pm- please come to green gate outside office /nursery. This is due to the timings clashing with children in the playground so this is the safest exit for us to use.

We will allow the children to explore their new environment inside and outside and begin to get to know them.

We request that your child does not bring in any toys from home as this can sometimes cause a problem.

Before / After school care

This is available for Reception from 29th September. Information will be included in your pack and any questions regarding this can be asked at the school office.

Transition is smooth with children going to and from the Carlo's Room with familiar staff present (adjacent to the Nursery class)

After school clubs will be available for Reception later in the year



Dates

Please keep an eye on the school website and the monthly newsletter which will be emailed out to parents.

Towards the back the term dates will be listed. Do take note of Inset days when school will be closed to pupils for staff training and also for any notable dates such as sports days, school trips etc

Safety

If you have any safeguarding concerns, please alert one of our DSL's Miss Willcox or Mrs Bray.

Collecting children: We will dismiss children one by one when the member of staff has seen the parent or regular adult collecting. Please ensure we are informed of any changes as to who is collecting your child in advance, even if short notice- please notify school office. We cannot let a child go with another parent unless we have been notified beforehand. If you need to take your child out for an appointment e.g. dental please telephone /email school office.

The Early Years Curriculum

The Early Years Foundation Stage is the stage of education for children from **birth** to the **end of the Reception year**.

The EYFS Curriculum is based on the recognition that children learn best through **play and active learning**.

*‘Play underpins the **Early Years Foundation Stage**. It also underpins learning and all aspects of children's development’*

The curriculum is organised into the seven areas of learning,

Three prime areas:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Four specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



Religious Education – As a Catholic school, RE is at the heart of everything and we worship together every day. We follow a scheme set by the Diocese following the Catholic faith. We also look at other faiths in our community and look at festivals and celebrations such as Chinese New Year.

How will my child learn?

Children will learn through a mixture of direct teaching and engaging in continuous provision. Continuous provision refers to all of the different provision areas which are available for your children to use every day.



Within each of these areas of provision there will be a core range of resources that children can use all of the time, throughout the whole year. In addition to core resources teachers will enhance each area to make it enticing and relevant to the children and their learning.

How will my child learn?

Examples of continuous provision areas: Reading, Writing, Maths, Construction, Small World, Role Play, Sand, Water, Malleable (eg sensory, dough), Art and Crafts.

During continuous provision (indoor and outdoors) adults will interact with the children to enhance learning opportunities.



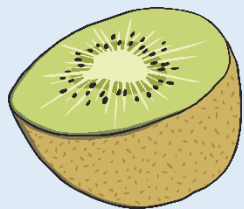
Assessment

In September all children will be given a baseline assessment. This is a statutory assessment for all reception children in the country, covering Literacy, Communication & Language and Maths. It comprises short, practical activities for the children to complete with their teacher or LSA. The children will not be aware that they are completing an assessment and it is not something that they can prepare for in advance, so please do not worry!

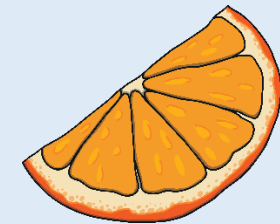
It is used to measure progress between entering reception and leaving year 6 and you will receive a summary of your child's assessment during the Autumn term if requested.

- ✓ Ongoing assessments are mainly made through interactions with the children.
- ✓ At the end of Autumn and Spring Term, Parents Evening will be held to discuss your child's progress.
- ✓ In summer term a report will be sent home which will inform you of your child's progress against each of the 17 Early Learning Goals.





Food and Drink



The children are offered a fruit snack mid morning or mid afternoon depending on timetable. Milk is offered if you have signed up for your child. They can have water throughout the day. Please ensure only water is in bottles no squash, juice or air up bottles. We can refill water bottles throughout the day.

School lunches: Daily healthy, balanced school meals cooked on site. Free for children in Rec and KS1. The kitchen cater for all dietary needs. Packed lunch option is available but we would like to promote the hot dinner option for all children if possible. If your child has an allergy, please make contact with us to discuss your child's needs. Please remember we are a nut free school. Please note- Our catering company are changing.

Birthday- small treats are allowed on birthdays. We would recommend Haribo rather than chocolate. These would be given out at the end and put in book bags. You may wish to consider a class book to donate instead or a class resource.



Clothing

School Uniform:

Girls: Grey pinafore, skirt or grey tailored trousers, blue St Charles polo shirt, blue St Charles cardigan or sweater, grey tights / white or grey socks

Black school shoes (ideally Velcro fastening), Summer blue checked dress with **no** white collar.

Boys: Blue St Charles polo shirt, grey trousers or shorts, blue St Charles sweater or cardigan.
Black school shoes.

Long hair should be tied up please.

PE Kit to be worn on PE days and kept on for the duration. No jewellery apart from small stud earrings- please avoid on PE days

A plain pair of sports trainers (with Velcro fastening).

Book bag- one **small** keyring to identify their bag.

PTA pre-loved uniform sales

PLEASE LABEL EVERYTHING WITH CHILDS NAME! Sew in or stampers for name labels.



Health

Sickness- If your child is unwell please telephone the school and let us know reason for absence. If your child has had vomiting or diarrhoea, please do not send them back to school until 48 hours have passed after their last episode.

Medication- All medication needs to be held through our school office. If your child needs any medication, you will need to complete a form to allow us permission to administer this.

Allergies- Please ensure you let us know of any allergies including asthma inhaler, eczema etc. If your child has a severe allergy then you will need to complete a care plan with our school office.

Accidents- most accidents are usually minor and dealt with at school. Anything that we feel needs bringing to your attention and we will inform you. Child will have a slip to let you know if any bump to the head.

Emergency contacts x 3 Please keep us up to date of any changes



Please ensure you provide appropriate clothing for the weather- raincoat with hood, sun hat etc

Helping Your Child to Prepare for Reception

These are a few ways that you can prepare your child for the first few weeks at school:

Encourage your child to dress and undress themselves.

Allow them to practise putting on their coat and zipping it up.

Help them to master basic cutlery skills encouraging knife and fork.

Help them to be independent with their toileting skills.

Encourage them to sit and listen to stories.

Help them to develop the confidence to communicate with new people.

Practise sharing and taking turns.



PLEASE BE MINDFUL THAT EACH CHILD IS ON THEIR OWN LEARNING JOURNEY AND MAY DEVELOP AT A DIFFERENT PACE TO ONE ANOTHER

Support

You can help support your child/children's experience at school by

- Being interested in their school day but not constantly asking questions
- Being positive about school and with your child's achievements
- Reading to your child/children each day
- Assisting with correct pencil grip and model lower case letters only
- Making the most of Mathematical opportunities in the environment
- Appreciate they will be very tired in the first few weeks of term
- Speak to a member of staff if you have any concerns or questions



Tapestry / Home Learning



We use an online learning journal called Tapestry to communicate with you our observations of children. It is a secure portal where both school and home can upload photos and videos of your child.

Forms- [Link for tapestry MS form](#) -please complete

You will have a personal login to view your child's learning journey and members of staff will record observations and 'Wow' moments for your child.

If you are new to the school we will set up a Tapestry account for you based on the primary email address supplied. You will be sent a link to set up your username and password. If you would like a separate login for another parent, please let us know.

Rewards

- Stars- 10 stars = a golden ticket
 - Head Teacher awards given in Friday assembly
 - Marble treats – whole class reward system
 - Stickers from the Headteacher to reward children's efforts
 - Stickers and awards given in class e.g. lunchtime award
- ...all to reward good work/ good efforts and positive behaviour



Parents

PTA – Run events- quiz nights, school disco, school fairs. We will need class reps nominated to organise WhatsApp groups and to collate parents details and share information filtered from school /PTA

Parent volunteers- DBS checked- training required through school

Parent workshops- Phonics, reading, internet safety etc

Book looks after/before school.

Dual language reading visits /library help/cookery/
gardening/ class admin jobs/ garden tidy and sort

Celebrating different cultures and customs of families



We aim to ensure that your children's experience in Reception at St Charles Borromeo School is a happy and rewarding one. We look forward to working with both you and your children.

· If you have any questions, please ask a member of staff

