



St. Charles Borromeo
CATHOLIC PRIMARY SCHOOL

Welcome to Reception Class- St Charles Borromeo Primary School

23rd June 2026

Staff

- Miss C Mulea- class teacher
- Mrs M Horton (HLTA)- currently covers PPA

(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 individual children or general support. We will inform you as soon as this is confirmed

Class teacher can be contacted through email clairemulea@stcharlesb.surrey.sch.uk Please note- you may not get a prompt reply.

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



Daily Organisation



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- 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 lunch 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



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- 8.40am Children arrive and settle to early activities
- 8.50am Register, prayer, monitors roles and calendar, visual timetable.
- 9.00am Phonics Focus learning on carpet (This will build up over time)
Children will then choose their learning – free flow inside /outside.
- 10.30am Tidy up then snack time with milk/water and fruit.
- 10.45am Focus learning on carpet - Children will then choose their learning – free flow inside /outside.
- 11.30am 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 Story/ wow moments /prepare for home
- 3.00pm Dismissed for home



Your child's first few days...



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These have been staggered slightly 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. We have children in for full days much earlier this year.



Your child's first few days...



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Usual drop-off will take place at the green gate.

Some children may take longer to settle – please don't worry, we will support both you and your child throughout this process.

During the settling-in days:

Arrive 9:00am at the green gate by the playground. If you have an older child at the school, please drop them off first and then wait outside the green gate.

Lunchtime collection during the first few days will also be from the green gate by the playground.

1:00pm arrival, please use the green gate **outside the office/nursery**, as this is the safest entrance while children are using the playground.

Please refrain from sending your child with toys from home, as these can sometimes cause difficulties.

Before / After school care



This is available for Reception from Monday 7th 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)

Collection and drop off is at the Carlo Room door via Nursery green gate (opposite office)

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



Dates



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

Towards the back the term dates will be listed. 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 Curtis

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 by email 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 Early Years Curriculum



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The Early Years curriculum is built around seven areas of learning:

- **Prime Areas**

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

- **Specific Areas**

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



Religious Education

- As a Catholic school, faith is at the heart of our curriculum. Children pray and worship together daily, follow the Diocese RE programme and learn about diverse faiths, cultures, and celebrations within our community.

How will my child learn?



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Children learn through a combination of adult-led teaching and play-based learning opportunities.

Our continuous provision includes a variety of carefully planned indoor and outdoor areas that children can access every day to explore, practise skills, and develop their learning independently.



Each area of provision contains a range of familiar resources that children can access throughout the year. We regularly enhance these areas with new activities and resources that build on children's interests and support their current learning, helping to keep experiences exciting, meaningful, and engaging.

How will my child learn?



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Children can access a wide range of learning areas, including reading, writing, maths, construction, small world, role play, sand, water, sensory play and creative activities.

As children learn and play indoors and outdoors, adults work alongside them to encourage curiosity, deepen thinking and make the most of learning opportunities.



Assessment



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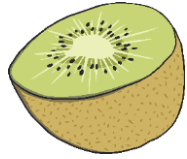
In September, all children complete the statutory Reception Baseline Assessment. This consists of short, practical activities covering Literacy, Communication and Language and Mathematics, carried out individually with a teacher or teaching assistant.

The activities are designed to feel like everyday classroom interactions
The assessment is used nationally to measure progress from Reception to the end of Year 6.

Keeping You Informed

Assessment in Reception is ongoing and is based largely on observations and interactions with your child during their everyday learning. Parent consultations are held in the Autumn and Spring Terms. An end-of-year report will outline your child's progress against the 17 Early Learning Goals.





Food, Drink & Birthdays



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•Snacks and Drinks

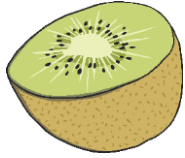
- Children are offered a piece of fruit each day.
- Milk is available for children who are registered for the milk scheme.
- Water is available throughout the day and bottles can be refilled as needed.
- Please send only water in your child's bottle (no squash, juice, or flavoured water bottles).

School Meals

- Healthy, balanced meals are freshly prepared on site each day.
- School lunches are free for all Reception and Key Stage 1 children.
- Order via the app School Grid
- Our catering team can accommodate dietary requirements and allergies—please speak to us if your child has specific needs.
- Packed lunches are welcome, although we encourage children to enjoy our hot school meal option where possible.
- Please remember that we are a nut-free school.



Food, Drink & Birthdays



Birthdays

- Small birthday treats are fine and will be sent home in book bags at the end of the day.
- We recommend individually wrapped sweets rather than chocolate.
- Alternatively, you may wish to donate a favourite book or classroom resource to celebrate your child's birthday.



Clothing



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School Uniform:

Girls: Grey pinafore, skirt or grey tailored trousers, blue St Charles polo shirt from Uniform Direct or a plain pale blue 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 from Uniform Direct or a plain pale blue 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, marker pen or stampers for name labels. Stickers tend to peel off over time.



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Health



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Sickness

- If your child is unwell, please telephone the school to report their absence or you can report it via Arbor.
- Children must remain at home for 48 hours after their last episode of vomiting or diarrhoea.

Medication and Medical Needs

- All medication must be handed in via the school office and accompanied by a completed consent form.
- Please inform us of any medical conditions or allergies, including asthma and eczema.
- If your child has a severe allergy or medical condition, a care plan will need to be completed with the school office.



Health



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Accidents and First Aid

- Minor accidents are dealt with in school.
- We will contact you if we feel an injury requires your attention.
- A head bump slip / sticker will be sent home if your child has received a bump to the head.

Emergency Contacts

- Please provide emergency contacts and keep us informed of any changes.

Weather and Outdoor Learning

- Children access outdoor learning in all seasons, so please provide suitable clothing, including a hooded waterproof coat and a sun hat when needed.



Helping Your Child to Prepare for Reception



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You can support your child's transition to Reception by encouraging them to:

- Dress and undress independently.
- Put on their coat and fasten the zip.
- Use a knife and fork at mealtimes.
- Manage their toileting needs independently.
- Enjoy listening to stories.
- Communicate confidently with familiar and new adults.
- Share, take turns and play cooperatively with others.



Most importantly, remember that every child is unique and develops at their own pace. We look forward to working together to support your child's individual journey and help them thrive in Reception.

Support



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

- Taking an interest in their school day and celebrating their achievements.
- Speaking positively about school and learning.
- Reading with your child every day and sharing a love of stories.
- Encouraging correct pencil grip and modelling lower-case letter formation.
- Making the most of everyday mathematical opportunities, such as counting, sorting, measuring and spotting numbers in the environment.
- Encouraging independence with dressing, toileting and tidying away belongings.
- Establishing consistent bedtime and morning routines.
- Understanding that children are often very tired during the first few weeks of school and may need extra rest and reassurance.

Please let us know if you have any questions or concerns—we are always happy to help.

Working together as home and school partners gives your child the best possible start to their Reception journey.



Tapestry / Home Learning



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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.



TAPESTRY
ONLINE LEARNING
JOURNAL

Rewards



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- Stars- 10 stars = a golden ticket
 - Teacher awards given in smaller assemblies
 - Borromeo Best of the Week Biscuit treat on Fridays
 - Whole class reward system- positive incentives- kindness slips
 - 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



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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/ EY resources tidy and sort

Celebrating different cultures and customs of families





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At St Charles Borromeo School, we are committed to making your child's Reception experience a happy, positive and rewarding start to their school journey. We look forward to working in partnership with you and your child.

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

