



Welcome to our School.

Dear Parents and Carers,

Welcome to High Spen Primary School,
Where hearts and minds grow.

We are pleased that you are considering High Spen Primary School for your child's education.

We very much hope that school life will prove to be a positive, happy and successful experience.

Our Early Years Foundation Stage team is dedicated to helping your child benefit fully, from an excellent early education.

This booklet will provide you with some general information about transition into our Reception class.

If at any time you have any questions, queries or concerns, please don't hesitate to speak to our very supportive team, or myself.

Yours faithfully,

Andrew Firth

High Spen Primary School
Hugar road
High Spen
Rowlands Gill
Tyne & Wear
NE39 2BQ
TEL: 01207 542373



Welcome to Reception.

I know how scary and daunting this time can be for both you and your child so here is some information that you can take away and read to prepare yourself for that exciting first day when your child enters Reception!

Routine

As soon as your child feels confident, please let them line up at the fence, encourage them to walk through the Early Year's yard and come into class independently and on their own. A member of the Early Year's team will stand outside the fence to welcome all children in and answer any questions you might have.

Please can your child bring their book bag and reading folder into school every day, to allow Reception staff to read with your child throughout the week? Your child will also use their book bag to bring home lots of items such as paintings, letters and any work they have completed.

From the first day we will encourage the children to manage their own coats, bags and water bottles on a morning and afternoon, so don't worry they can do it by themselves.

School hours in reception

Morning session	8.55am – 11.45am
Lunch	11.45am - 12.30pm
Afternoon session	12.30pm – 3.15pm

If for any reason you are unable to collect your child at 3.15pm, please telephone school **(01207) 542373** to let us know.

A member of the early year's team will stay with your child until you arrive.

Entry routine

On a morning all children will gather together on the carpet. Our large carpet session consists of a 'news time'. We love to hear what your child has been up to at home and allows children to discuss their interests and experiences with their class friends.

We have '**Special Person-Star of the Week**' every week. One child is each week to be our class Star of the Week. They have special jobs to do, such as ringing our class tambourine when it is tidy up time, being our class line leader and snack monitor. In the past the children have loved this, so I am sure it will be a roaring success this year!!



Learning through play

'Play is essential for children's development, building their confidence as they learn to explore, relate to others, set their own goals, and solve problems. Children learn by leading their own play, and by taking part in play and learning that is guided by adults.'

(Statutory Framework for the Early Years Foundation Stage, 04.01.2024)

In Early Years learning through play is the main component of children's learning and development. Reception children will have the opportunity every day to explore and investigate both in and outdoors. Reception staff will plan on a daily basis taking into account children's interests and adapting the classroom resources to enhance any independent learning. If your child has a new found interest in something please come and tell me and we can help scaffold your child's learning through their own individual interest.



Learning and development

There are seven areas of learning and development in the Early Years.

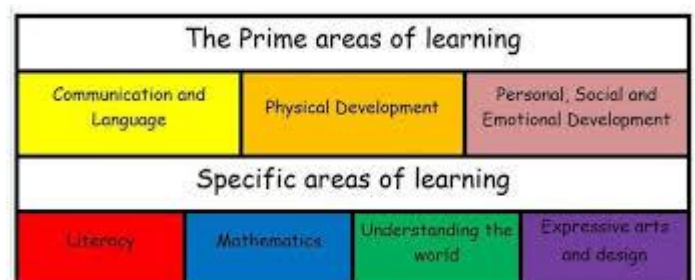
These areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and a thriving learning environment.

These areas are called the **prime areas**:

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

Practitioners must also support children in four other areas, through which the prime areas are strengthened and applied. These are called the **specific areas**:

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





Small groups – Learning Key Skills

In Reception, every child needs to learn key skills. These skills will be taught by both large or small groups, as well as adult directed groups. These sessions will include learning to read and write during phonics and literacy lessons on a morning and mathematics on an afternoon.

Phonics

Phonics is a huge part of reception in preparing all children to read independently. Every child will begin to have daily phonics lessons within the first few weeks of starting school and will continue throughout the year.

In High Spen Primary School we follow a whole school approach to phonics and early reading. For more information please visit our school website and follow this link <https://highspenprimary.org/teaching-of-reading/>

Reading Books

Your child will bring home a reading book every Friday. Please read this book together as many times as possible and bring it back to school by a Wednesday to will allow the class teacher to read with your child and change their book.



Lunch

Every child in Reception is entitled to free school meals. We operate a 3 week menu cycle. If you would like a menu please ask the school office. However if you would prefer your child to have a packed lunch please provide a healthy one.

Keeping in Touch

We are a paperless school where ever possible. Any notifications or information we need to tell you will be sent via our School Gateway. Please ask at the school office for more information.

We also have a school website (www.highspenprimaryschool.org) and a school Facebook page, which is updated regularly providing you with general curriculum information, any experiences your child has been in involved in and so much, much more. Have a little sneaky peak and get involved!!

Outings

We will often be exploring the local area around High Spen. We have a school risk assessment that allows children to explore the local area. We will send this consent form out to complete. If there is a planned off site trip and visit, parents will be notified and asked to complete a separate consent form. If you have any questions please ask a member of the early years team.



Get involved!

We actively look for ways to engage with parents and carers in school life. Look out for workshops and events, which will be posted on the school website, newsletters or sent home with the children. We also have a PTFA (Parent, Teacher and Friends association) which we would love you to be involved in. They actively work hard to raise money for School which is to treat the children to lots of nice things. It can't run without new parents, as our Y6 Parents leave we invite you to come along and see what it is all about. We need volunteers of all different kinds and skills and I am sure there will be a job you can help with...from helping at discos to setting up school fayres!

We are a healthy school

At High Spen, we operate a Healthy School policy. No crisps or sweets to be brought into school.



Absence

The safety of all our children is of paramount importance.

If your child cannot attend school, please call before 8.30am to let us know the reason for their absence and the anticipated date of return.

Should you fail to inform school, our Admin. team, Miss Bullerwell or Mrs Hutchinson are legally obliged to ring to check why your child is absent.

Change of contact details

If you change address, telephone or mobile numbers, please notify school as soon as possible.

It is important that we have accurate contact information in case of emergency.

Access to school

If you need access to school during the school day, please use the main entrance (automatic doors.)

We make every effort to ensure the safety of our children by keeping all other outer doors locked.



In case of illness

All children are ill at times, and in the first few months of starting school, they seem to pick up one bug after another! Poorly children are happier at home, but please remember to contact school on the first morning of absence.

If your child becomes unwell at school, we will contact you as soon as possible. **It is important that contact details are kept up to date.**

Medication

If your child is fit for school but still requires medication, you will be asked to fill in a "Request to Administer Medication" form, available from the school office.

One of our First Aiders in the school office will administer the medication at the appropriate time.

School uniform

Boys

Red jumper or sweatshirt
White polo shirt
Grey or black trousers or shorts
Black shoes or black trainers

Girls

Red cardigan, jumper or sweatshirt
White polo shirt
Grey or black skirt/trousers or red & white gingham summer dress
Black shoes or black trainers

P E Kit

Red t-shirt
Black shorts, Plimsolls/ sand shoes/trainers

On a PE day your child will come to school dressed in their PE kit. Days and times to follow in September.



Early Years Staffing

Miss Kirkley - Reception Teacher
Mrs Bainbridge - Nursery Teacher
Mrs Horn – Teaching Assistant
Mrs Anderson – Teaching Assistant
Miss Maddison – Teaching Assitant
Mrs Kerridge – Nursery Nurse

All Early Year's staff are available for a quick chat before school begins. Should you require lengthy discussions regarding your child we can arrange for at the end of the day.

