



HEBER
PRIMARY SCHOOL

All belong, all achieve.

Welcome to Heber School

Reception Handbook

We would like to take this opportunity to thank you for choosing Heber Primary School for your child and to welcome you and your child to Reception. The Reception Team consists of two teachers, two Early Years Educators and additional support staff when required. There is also an Early Years Leader who is a port of call if you have any concerns or queries regarding your child's time in Reception.

We aim to work together as a team, with you as parents and carers to ensure that your child settles quickly and easily into school, enjoys their year in Reception and makes good progress towards entering Key Stage 1.

We want to ensure that all children feel included, secure and valued within the class and the school as a whole. We also aim to provide rich and stimulating experiences, delivering the curriculum in such a way as to enthuse the children whilst meeting their individual needs, and gaining the right balance between adult-directed and child-initiated learning.

The practitioners in the classroom will carry out regular observations and assessment of each child in order to respond to the children's needs in their planning and ensure progression for each child. The preliminary transition period not only allows your child a settling-in period but enables us to understand their abilities and needs from the outset.

Beginning and End of the Day

The gates for Reception children open at 8.45am and Reception children should enter via the Jennings Road Gate. Register is taken at 9am. As a school, we stress the importance of punctuality and ask that your child is brought to school on time. Your child is to be collected at 3.20pm from the Reception Playground. If someone other than the parent/carer is picking up your child, please inform the school office who will notify the class teacher; we will not allow children to leave with another person without authorisation. If your child has not been collected by 3.20pm, they will be taken to the school office to wait.

The Curriculum

We plan according to the Early Years Foundation Stage. This is divided into the following seven areas of learning. These consist of three main prime areas and four other specific areas.

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

- Literacy
- Maths
- Understanding of the World
- Expressive Arts and Design

Each area is separated into broad phases of development which lead towards Early Learning Goals. We aim to support your child in achieving these goals by the end of their year in Reception.

The Timetable

The timetable is designed to allow a balance between adult directed learning, which takes place in the mornings and afternoons and child-initiated learning, which will be throughout the day covering all areas of the curriculum.

Please find a copy of your child's timetable below.

Monday	Tuesday	Wednesday	Thursday	Friday
Arrive Self-registration	Arrive Self-registration	Arrive Self-registration	Arrive Self-registration	Arrive Self-registration
Guided reading	Guided Literacy / Numeracy activities	Guided Literacy / Numeracy activities	Creative guided/Singing assembly	KUW guided
Phonics	Phonics	Phonics	Phonics	Phonics
lunch	lunch	lunch	lunch	lunch
Guided teaching input	Guided teaching input	Guided teaching input	Guided teaching input	Guided teaching input
Guided reading	Guided Literacy / Numeracy activities	Guided Literacy / Numeracy activities	Creative guided	KUW guided

Encouraging Independence

We ask that you say goodbye to your child at the school gate and support us in encouraging your child to be independent by putting their coats, bags etc. in the correct places on their own. You can help to improve their confidence in everyday skills at home by helping them learn to dress and undress, go to the toilet, wash their hands, tidy up, and express their emotions through speech.

Attendance

As with punctuality, we have a strict policy on attendance. If your child is absent from school for any reason, please contact the school office before 10.00am. On their return we may request a letter or medical proof stating the dates and reason for absence. Term time holidays will not be authorised.

Illnesses

We follow NHS guidelines as to when a child should return to school after an illness to prevent the illness from spreading. For example, a child who has diarrhoea or vomits should only return to school 48 hours after the symptoms have gone. Please refer to the NHS guidelines or speak to the school office for assistance. <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

School Uniform

We encourage you to provide your child with the Heber school uniform which is available to buy from the office. The navy blue sweatshirts and white polo shirts are to be worn with grey/dark, trousers, skirts or dresses. Children may wear grey/dark shorts or a blue gingham dress in Summer.

As physical development is an integral part of the Foundation Stage Curriculum, your child will not require a PE kit to change into for discrete PE lessons.

Please ensure that all items of your child's belongings including hats, gloves, water bottles etc., and especially jumpers are labelled with their name. We recommend using a permanent pen or sewing in name labels. Your child will be provided with a labelled peg on which to hang their clothes. We do not take any responsibility for lost items. Lost property can be found through the school doors on the ground floor from the Lordship Lane Playground.

Outdoor Area

Children will have the opportunity every day to access the curriculum in our designated Reception outdoor area. We ask that they bring appropriate outdoor clothing, particularly in cold or wet weather. In summer, please ensure they are wearing sunscreen and bring a hat.

Outdoor Learning Sessions

During the Summer Term, children will attend an outdoor learning session once a week in the woodlands at Alleyn's school. This promotes child-centred learning and is an excellent opportunity to encourage independence, exploration and problem-solving skills. The children will be taught how to explore nature safely and learn about the natural environment.

Your child will need:

- Coat / raincoat
- Old clothes e.g. trousers, t-shirt, jumper
- Appropriate shoes e.g. wellies, trainers
- Sun hat / sun cream (depending on the weather)

Phonics

At Heber we follow Monster Phonics Programme. The children will work through the different phases, initially focussing on phase 1 activities and by the end of Reception children are exposed to phase 4/5 words and sounds. The children will begin focussing on rhyme and alliteration, and then build on their letter recognition, alongside learning the sounds the letters make. The children will also learn a number of 'tricky words' such as 'l', 'to' and 'the'.

Food and Drink

Children are able to access fruit and water throughout the day. A personal water bottle can be brought in and put on the snack table. Please remember to label the bottle with the child's name.

Cooking Fund

Each term, we ask parents for a contribution of £6 per child to help buy food and ingredients for our cooking activities.

Medication

If your child has been prescribed ongoing medication such as an inhaler or medication for an allergy, a care plan must be completed with the school office. All medication will be kept in the school office. We can only administer prescribed medication.

Toys and Money

Unless otherwise informed, children are not allowed to bring toys or money into school. If your child has something of interest to show the class, especially if it relates to the current topic, please inform their class teacher. Any items brought to school for this purpose should be labelled with your child's name.

Behaviour Management

In order to have a happy classroom, we have class charters which are written together with the children at the start of year. We ask you to help encourage your child to follow these charters. We have a positive approach towards behaviour management and believe that praise is key to a child's confidence, behaviour and attainment. A class reward is used for when the whole class are working together.

Home/School Links

We aim to develop and encourage home links, and welcome your help and support. If you have a particular skill or interest that you think the children (or we) would appreciate, then please let us know. Maybe you have some spare time in which you would like to come in and help, an extra pair of hands is always appreciated! You will be informed of the children's topics so if you think you could contribute then please speak to one of the team.

We value parent views on how your child is progressing, and to support this, we encourage you to fill in 'WOW' vouchers that are added to your child's learning journey books. These are a fantastic way of celebrating all of your child's achievements and things that they are proud of.

If you have any questions or queries regarding your child's schooling, please do not hesitate to talk to a member of the classroom staff, or Mrs. Piddington. We will be happy to help. We do however, ask that where possible, you talk to us at the end of the day so as not to disrupt the morning routine.

Homework

Once the children have started on a full-time basis, they will receive a reading book once a week which is designed to support them in the early stages of reading. This will be sent home along with a reading record for you to make comments on anything you begin to notice about your child's reading.

All children will be given their own Mathletics log in. Mathletics is an online Maths programme where children can complete tasks that will support their Mathematical Development.

Supporting your Child's Learning

If you would like any advice on how you can support your child's learning, please do not hesitate to speak to a member of the Reception Team.

Trips

We believe that visits outside school enrich and enhance the curriculum. We endeavour to go on at least one school trip a term and you will be informed of these trips in advance. For any trips outside the local area, your consent will be necessary. No trip can take place without at least a 1:3 adults to children ratio.

Parent Conferences

For children who have not attended Heber's Nursery, parent conferences will take place during the first week of term. This will give us the opportunity to meet with you and your child and to gather some essential information.

PPA

All teachers are allocated time out of class for planning, preparation and assessment. During this time, the classes are covered internally by members of the Foundation Stage Team.

The Power of 'Yet'

At Heber we support children in becoming independent and motivated learners. With a whole school focus on 'The Power of Yet', the children begin to embrace challenge and learn that you may not be able to do something...YET!

We really look forward to working with you and your family, and once again, thank you for choosing us.

Welcome to the Heber Family.

Rivka Rosenberg

Headteacher

Vanessa Kyprios

Deputy Headteacher

Nicola Piddington

Foundation Stage Leader