



# ***OUGHTON LIFE:***

***Learning, Inclusion, Friendship, Enjoyment..... for everyone.***

***Everyone – children, staff and families.***

## ***Reception Parent Handbook***

***September 2023***

**Dear Parents and Carers,**

We would like to welcome everyone to Oughton Primary and Nursery School and our Reception Class – whether you are new to the Oughton community or returning from Nursery. We are looking forward to working with you and watching your child grow and learn this year.

Within this booklet we have put together an overview of the curriculum for your child this year and also some general information and reminders that we hope you will find useful. The booklets are specific to each year group so if you have more than one child please do read each booklet. Copies of these are also available on the school website and through the school office.

### **Welcome to Pear Class (Reception)**

Key Stage Leader – Miss Hurley (Reception Teacher)

Pear Class Staff – Miss Hurley (Teacher)

Miss Savage (Teacher) will be covering Miss Hurley's PPA and Management times.

Mrs Day (Teaching Assistant) will supporting in Reception.

### **Working Together**

Your support is important to enable your child to do as well as they can and we value a close working relationship with all Parents and Carers. We aim for children to leave our school having achieved their best, by developing their skills and talents through a range of learning activities and experiences. The school teaches a broad and balanced curriculum based on the Early Years Framework 2021, which is enriched through additional events and activities. We expect children to fully participate in events and educational visits. If there is a concern or difficulty in your child participating, please speak to your child's Class Teacher in confidence.

Your child will be given home learning activities. Please support your child in completing these. It is important that home learning is completed as it supplements learning at school and gives children the opportunity to practise their skills and extend their learning further. Your child's Teacher will be the key point of contact for you and it is most helpful if you let the Teacher know about any matters that may affect your child, so that we can support them in school. You may sometimes have questions or concerns and your child's Teacher will be happy to discuss these with you. Brief updates, for example about end of day collection, can be easily exchanged at the classroom door as your child arrives for school. However, it is best to arrange a meeting if you wish to have a more detailed conversation. Feel free to ring the School Office 01462 450716 to leave a message for the Teacher who will then ring you back at a convenient time and/or arrange a meeting. Please be aware, discussions at the end of the school day must occur after all children have been dismissed to their Parents/Carers.

Most matters will be appropriately discussed and resolved with the Teacher. However, you may feel a matter is more appropriately discussed with a more senior member of staff, in which case you may wish to arrange a conversation with one of our Assistant Headteachers – Mrs Phillipson or Mrs Smith. In some cases, you may wish to speak to Mrs Clayton our Headteacher. Any conversations or meetings can be arranged either directly with the Class Teacher or via the School Office 01462 450716.

If you feel that your child or your family require some Pastoral Support, please pop in the School Office or ring to contact Mrs Woollon, our Pastoral Support Manager. Mrs Phillipson is our Special Educational Needs Co-ordinator if you have a query about Special Needs. If you have a concern about the safety of any child, within our school or out of school, please contact one of our Designated Safeguarding Leads for Child Protection – Mrs Clayton, Mrs Phillipson or Mrs Woollon.

### **Timetable and School day**

Just to remind you, we open the classroom door at 8:45am and our learning starts at this time. Please ensure that your child is on time for school to enable a good start to the school day. Staff are working with children at this time so be aware, it can be difficult to talk to Parents at the door with children in the classroom.

During the course of the day, your child will have at least four adult led activities including Maths, Phonics and Reading as well as one of the other areas of the EYFS curriculum, Communication and Language, Personal, Social and Emotional Development, Physical Education, Literacy, Expressive Arts or Understanding of the World. Our reading sessions will either be individual or within a small group. These subjects build up our curriculum and ensure that we teach a rich, broad and varied curriculum to every child.

### **Attendance**

It is vital that every child attends school regularly. There is a strong link between children's good progress in school and their good attendance. We are a Local Authority school and governed by both the LA and Government policies. Holidays and days out of school will not be authorised unless there are exceptional circumstances deemed by the Headteacher. Any requests will be considered and authorised at the Headteacher's discretion in accordance with the Local Authority and National guidelines.

Please be aware that we issue penalty fines and lates are also included within this. It is essential that children do not miss learning through being late for school. This disrupts their start to the school day and also impacts on the teaching of the class. Please read our Attendance Policy, which is on the website for more information. Please also read our Attendance Newsletter – Attendance Matters.

In Pear Class, we aim to win the Attendance Award each week! As a school, we aim for every child to attend 96% or above. When a child is absent from school, it is difficult for them to catch up. Please help us to be the best class in the school for attendance! We give rewards for attendance – certificates as well as a prize draw!

### **Curriculum and how you can help your child**

**Maths:** In our Reception Class we follow the Herts for Learning Reception scheme which continues throughout Key Stages One and Two.

By the end of Reception the children will be working with numbers to at least ten, counting forward and backwards, reading and writing the numbers 1-10. They will be working on one more and one less, counting in multiples of 2, 5 and 10s, adding and subtracting one digit numbers to 10 as well as beginning to recognise and work with two digit numbers. The children will begin to recognise and gain an understanding of mathematical symbols and begin to solve simple addition, subtraction and sharing problems. Throughout the year we will also learn about measure, shape, time and direction.

Counting and understanding of number is extremely important, please support your child to count at home. This could be counting ingredients for dinner, pennies in a money box and how many cars you see on the way to school. This can also be linked to addition and subtraction. Any opportunity to teach Maths practically at home will deepen your child understanding, whether that be telling the time, fractions, shape or money.

**Literacy:** In Reception, we use the Little Wandle Phonics programme to help our children develop early reading and writing skills. During our daily lessons, we recap and learn new phonemes (sounds) and graphemes (letter or group of letters representing the sound), segment and blend words, read and write sentences. This is in conjunction with daily Guided Reading. Language is a key priority at Oughton Primary and Nursery School and we know that language and vocabulary is the key to success in life so this is a focus throughout all our lessons.

Reading is vital as it helps us learn in all other subjects. Please listen to your child read each day and sign their Reading Record Book. We expect the children to read to an adult at home at least three times, with an aim of 5 times a week, as part of their weekly home learning. Please discuss books with your child as well as listening to them read to help them improve their comprehension and deeper understanding of a text.

Please read the information in the Reading Record Book as it will support you, to help your child with reading at home. Children will join in the school, Reading Around The World Challenge during the Spring term. There will be rewards throughout this challenge!

Linked to our Phonics scheme, we will be sending home weekly phonics based home learning to support your children to read and write. There are lots of great phonics based websites that will also support your children to learn these all important skills. [www.phonicsplay.co.uk](http://www.phonicsplay.co.uk) is one of these.

Please also, share a book with your child, read to them; it is important that we encourage a love of reading and books. It is vital that we build up vocabulary and listening and discussing stories helps this.

Our Curriculum Overview for Reception will be sent to you and is also on our website. This enables you to see the topics / key learning areas taught across the year in all of the subjects.

This year our topics include All About Me, Celebrations, Dinosaurs and Living Things including humans and animals. These topics may change due to the children's interests. If you are celebrating a specific religious festival / celebration at home, we would love to hear about it and share this with the rest of our class.

This year, we will be focusing on Dance, Fundamentals, Gymnastics, Games and Ball skills in our PE lessons.

In PSHE, we will be following our Jigsaw topics of Being Me, Celebrating Differences, Goals and Dreams, Healthy Me, Relationships and Changing Me. In November, we will be focusing on anti-bullying and learning about what this means.

One of the most important, if not the most important way to help your child is to talk to them. Speech, language and communication skills are crucial to young children's overall development. Being able to speak clearly and process speech sounds, to understand others, to express ideas and interact with others are fundamental building blocks for a child's development.

Talking about the school day shows your child that you are interested in what is going on in their lives. It also shows them that you value education and school, which encourages them to value it too. Talking about school also helps you to gain a valuable insight into their day, hear about their achievements but also about any worries or problems that they might be having. Picking up on these challenges early will hopefully mean they can be dealt with before they get too big. Encouraging your child to talk about their school day can be tricky sometimes. Do not be disheartened if they are reluctant- this is very common! Here are a few tips:

- Try sharing a little about your day first to encourage them to share back.
- Choose a time to talk when they are not distracted by the television or other devices.
- Try to avoid closed questions that can be answered with a yes or no answer but equally be mindful that 'how was your day?' or 'what did you do today?' are overwhelming questions for some children.
- Ask open, but specific, questions, for example - What was the best thing you did today? What was the hardest thing you did today? Who did you play with today?

#### **Useful websites to help your child:**

Oughton Primary and Nursery School Website: <http://www.oughton.herts.sch.uk>

Please look at [www.oughton.herts.sch.uk](http://www.oughton.herts.sch.uk) for more information about our Curriculum. Also, keep an eye on our Class page – photos will be added throughout the year.

Little Wandle: <https://www.littlewandlelettersandsounds.org.uk/resources/for-parents/>

#### **Trips, Events and Key Dates**

Reception Parental Meeting is being held on **Friday 15th September at 9:00am** to discuss the curriculum, including our phonics scheme, in Reception and ways in which you can help your child further with their learning.

Reception will be holding a Let's Celebrate our Learning Assembly on **21<sup>st</sup> May 2023** at 2:50pm. Please join us for this and find out more about the learning in Reception.

There will also be some 'Wow' Days and events across the year focusing on different areas. The first is 'Marvellous Me!' and this will be held on **Thursday 19<sup>th</sup> October 2023**. We have People Who Help Us Day **Thursday 15<sup>th</sup> February 2024** and we would like the children to dress up as someone who helps them. Our Wow Day 'Eating What We have Grown' will be during our Spring term on **28<sup>th</sup> March 2024**. There will be other events across the year.

During the Summer Term we hope that the children will have the chance to have a 'hands on' visit from a travelling farm and a trip to Woburn Safari Park, both link to our Summer topic – Amazing Animals.

Other whole school dates:

Monday 18<sup>th</sup> September Parents / Carers Coffee Morning at drop off – in Lime (Breakfast Club room)  
Friday 29<sup>th</sup> September Parents / Carers Macmillan Coffee Morning at drop off – in Lime  
Tuesday 10<sup>th</sup> October 3:15pm Scarecrow Festival, celebrating Harvest  
Monday 16<sup>th</sup> October Individual school photos  
Wednesday 18<sup>th</sup> October 4-6pm Parents / Carers Open Evening  
Thursday 19<sup>th</sup> October 6-8pm Parents / Carers Open Evening  
Half term Week beginning 23<sup>rd</sup> October 2023  
Tuesday 31<sup>st</sup> October Parents / Carers Coffee Morning at drop off – in Lime (Breakfast Club room)  
Week beginning 13<sup>th</sup> November - Anti-bullying Week  
Friday 1<sup>st</sup> December Parents / Carers Coffee Morning at drop off – in Lime (Breakfast Club room)  
Thursday 7<sup>th</sup> December – Choir visit to Cheshire Home  
Tuesday 12<sup>th</sup> December – Trip to the Pantomime at Stevenage Year 4, 5 and 6  
Tuesday 12<sup>th</sup> December – EYFS Nativity (Reception and Nursery)  
Wednesday 13<sup>th</sup> December – Trip to the Pantomime at Stevenage Year 1, 2 and 3  
Thursday 14<sup>th</sup> December – Key Stage 1 Performance afternoon (Year 1 and 2)  
Friday 15<sup>th</sup> December – Christmas Jumper Day and Christmas Dinner (whole school)  
Monday 18<sup>th</sup> December – Key Stage 2 Carol Concert afternoon (Year 3, 4, 5 and 6) Christmas Tree Festival afterschool  
Tuesday 19<sup>th</sup> December – last day of term  
Wednesday 20<sup>th</sup> December – Occasional Day – no children in school

Thursday 4<sup>th</sup> January – children back to school  
Thursday 1<sup>st</sup> February – Choir – Young Voices  
Week beginning 12<sup>th</sup> February – Feel Good Week  
Friday 16<sup>th</sup> February – Inset Day – No children in school  
Half term week beginning 19<sup>th</sup> February.  
Wednesday 28<sup>th</sup> February 4-6pm Parents / Carers Open Evening  
Thursday 29<sup>th</sup> February 6-8pm Parents / Carers Open Evening  
Friday 1<sup>st</sup> March Parents / Carers Coffee Morning at drop off – in Lime (Breakfast Club room)  
Wednesday 6<sup>th</sup> March – KS 1 and 2 Theatre Production of the Little Princess  
Thursday 7<sup>th</sup> March – World Book Day – details to follow nearer the time  
Thursday 28<sup>th</sup> March – last day of the Spring term

Monday 15<sup>th</sup> April – children back to school  
Tuesday 23<sup>rd</sup> April Class Photos  
Tuesday 23<sup>rd</sup> April Parents / Carers Coffee Morning at drop off – in Lime (Breakfast Club room)  
Monday 6<sup>th</sup> May – Bank holiday – no children in school  
Fortnight beginning Monday 20<sup>th</sup> May – Celebrating the Arts  
Friday 24<sup>th</sup> May – Inset Day – no children in school  
Half term week beginning 27<sup>th</sup> May  
Thursday 6<sup>th</sup> June – Art Exhibition after school  
Thursday 20<sup>th</sup> June – Sports Afternoon - Reception, Year 1, 2, 3, 4, 5 and 6 (Reserve Thurs 27<sup>th</sup> June)  
Friday 28<sup>th</sup> June Parents / Carers Coffee Morning at drop off – in Lime (Breakfast Club room)  
Thursday 11<sup>th</sup> July – Transition Day  
Tuesday 23<sup>rd</sup> July - last day of term

We are also hoping to arrange a Parental Workshop on Emotional Regulation led by our Mental Health Support Team.

Please see our website for dates regarding holidays and Inset days. There will be extra dates and events throughout the year so please make sure that you read all correspondence via Arbor and all newsletters. Please note, dates may change if necessary.

### **Online Safety**

Throughout the year, the children will be taught how to keep safe when using any computer, tablet or website. This will include the safe use of photographs, usernames and email. Children are encouraged to use tablets and computers in the presence of their Parents at home. We will follow up any concerns regarding children's use of Facebook, Twitter, Instagram, Whatsapp etc. Social Media sites are not considered appropriate for children of EYFS and Primary school age. Please follow the Government guidance and age guidance for games, apps and media sites.

### **Home Learning**

We expect every child to complete their home learning tasks. We will use Microsoft Teams to set tasks and give messages. Every child will be given a log in and this should only be used by your child within Parental guidance.

We expect every child to read regularly as already stated. The children will bring home a class library book as well a reading book linked to our Phonic sessions. We will also be assigning the children an E-book, again linked to the scheme. In Reception, to develop our Phonics each child will be sent home Phonics homework.

### **General Information**

School Book bags can be bought from the School Office. Children are expected to bring their reading book in each day. Please do not send in rucksacks as we have limited space in our cloakroom. Book bags are placed in your child's group tray.

**Snacks:** As a school, we know how important healthy eating is. The Government provides fruit or vegetable snack for Early Years and Key Stage 1 children and we as a school have decided to provide this to Key Stage 2 children as well. Milk is provided in Reception too.

**Dinners:** Herts Catering Ltd provide our school dinners and offer a hot meal each day. There is both a meat and vegetarian choice as well as jacket potato option. They also offer a cold packed lunch option. Children pick their lunches each day. These meals are free for all children in Reception and Key Stage One.

If you provide a home packed lunch for your child, please remember, we are a nut free school. Nuts must not be brought into school and this includes chocolate spreads which often contain nuts. (Be aware of almonds in sun cream lotion too.) Home packed lunches need to be healthy and balanced – no chocolate bars or fizzy / high sugar drinks.

Every child needs their own named water bottle to ensure they get enough fluids during the school day. We encourage child to drink water in the school day and do not allow any other drinks (unless they are part of their packed lunch).

### **PE and PE kit**

Our PE day is: Wednesday

Please ensure that your child brings their PE kit in – white t-shirt, black shorts and trainers and this remains in school. It will be sent home at half term to be washed.

Fitness is a key focus in Oughton and children in KS 1 and 2 will be running our 'Daily Dash' circuit each day. The children in Reception will also use the Dash track during the year.

## **Clubs**

As a school we offer a range of sport and subject based clubs which will be delivered by staff throughout the year. Messages will be sent about clubs via Arbor.

## **Breakfast Club**

Premier Education provide a Breakfast Club within school for Reception to Year 6 children. Please book your child in – there is a link from our website. The room which this is held in is Lime, access is via Moss Way Red gate and through the green gate, first classroom is Lime.

## **After School Club**

We provide an after-school provision from 3:15pm-6pm which includes a healthy snack. If you require a place for your child, please book and pay via Arbor. The room which this is held in is Lime, access is via Moss Way Red gate and through the green gate, first classroom is Lime.

## **Rewards / Houses**

We will continue to use House Points and awards such as 'The Golden Book' and 'Super Star', 'Positive Play' and attendance treats. Your child will be in either Sapphire (Blue), Topaz (Yellow), Emerald (Green) or Ruby (Red) and will be able to earn house points. Certificates will be given for house points. Great effort, good home learning effort, completing challenges and showing kindness, as well as regular reading will help your child to earn lots of house points throughout the year.

## **Finally.....**

The Reception team are really looking forward to this year. Remember, if you have any concern, ring the Office and we will get back to you. The most successful educational year is built on one which shows a close relationship with school and home. Our priority, is your child. It is vital that they are happy in order to flourish and develop to their full potential, ready for the next stage of their education.

Miss Hurley

Class Teacher and Phase Leader