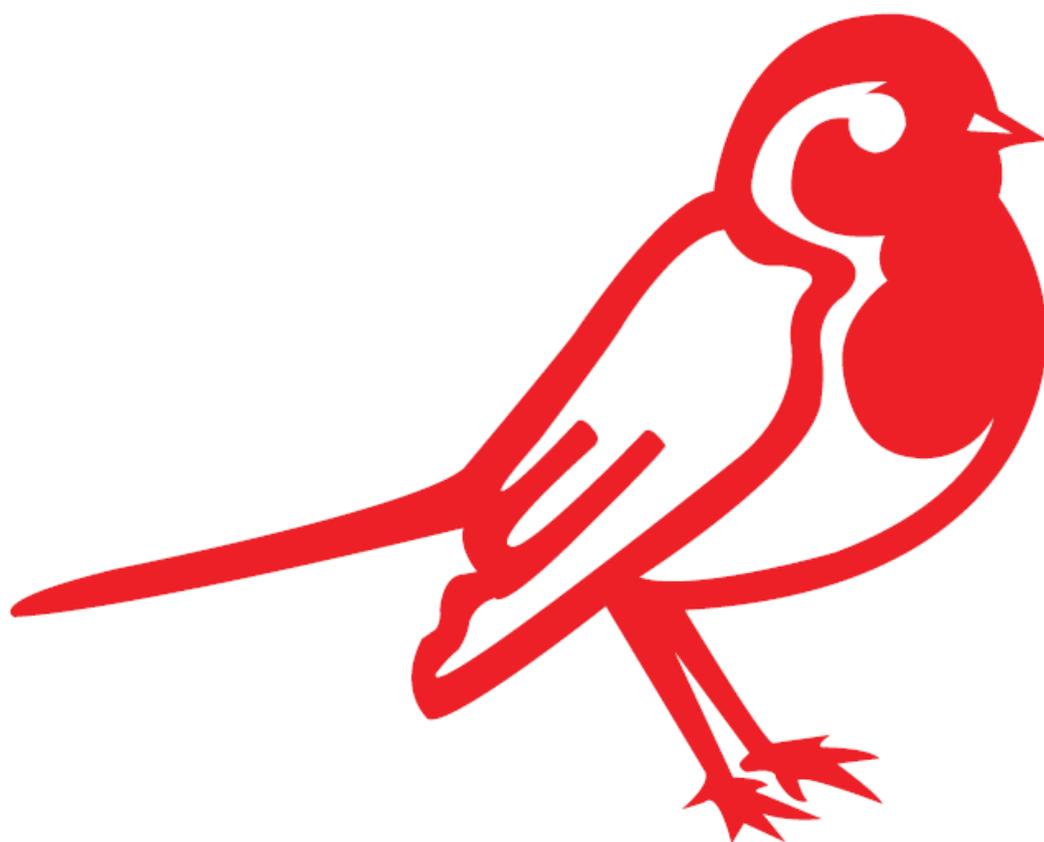


Robinsfield Infant School



Reception Handbook
2016 -2017

Adults in Reception

Teaching Staff



Georgie Dart
Class Teacher & Assistant Head
Teacher



George Robinson
Class Teacher

Support Staff



Nati Cianfrone
Support Staff



Elaine Willson
Support Staff

All staff are known by their first names

Organisation of the school day

The start of the day

The school doors open at 8.50am so children are ready to begin learning at 9.00am. If your child arrives after 9.00am they will be marked late in the register. Children line up in the playground with a member of staff at the start of the day.

The end of the day

The school day finishes at 3.10pm. Parents and carers are asked to collect their children from the classroom doors that lead onto the outside play area. Please be punctual as young children can get quite distressed if they are the last ones to be collected.

If parents know that they are going to be late then they need to contact the school office. If an adult other than the usual parent or carer is collecting your child you must inform a member of staff working in the classroom. If at all possible we would prefer you to introduce new people to us beforehand. We will not let your child leave with someone we do not know.

Lunchtimes, drinks and snacks

Lunchtime is from 12.00 – 1.10pm

Please bring a water bottle to school, clearly labelled with your child's name. This will be available to them throughout the day. Fresh fruit is also available throughout each session and provided by school. Please remember to take your child's water bottle home at the end of the day.

Children in Reception have lunch at school. Hot lunches are prepared on site and served in the dining hall each day. Children also have the option of bringing a packed lunch to school although most children have school lunch.



Communication

Our main form of communication is the daily contact you have with staff. There is also a notice board outside each classroom where we will inform you of any other information so please check daily.

The Robinsfield weekly newsletter is posted on the school website. Hard copies are available on request.

<http://www.robinsfieldinfant.co.uk/>

Once a term there will be an open evening when you will have an appointment to speak to your child's teacher individually to discuss their progress.

If you are unable to speak directly to a member of staff please feel free to email:

office@robinsfieldinfant.co.uk

In an emergency please call the school on 0207 641 5019

Parental/Carer Involvement

We believe the partnership between home and school is crucial to a child's learning. There will be opportunities for you to volunteer to help in school. Please speak to a member of staff if you would like to help out in class.



Curriculum

The Nursery and Reception classes are collectively known as the Early Years Foundation Stage. The curriculum is planned from The Early Years Foundation Stage Framework which is divided into the following 7 areas of learning and development:

3 Prime Areas of Learning and Development

Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

4 Specific Areas of Learning and Development

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

The Characteristics of Effective Learning

The characteristics of effective learning describe factors which play a central role in a pupil's learning and in becoming an effective learner. The characteristics run through and underpin all 7 areas of learning and development, representing processes rather than outcomes. Ongoing observation of your child's development will show how they demonstrate the three characteristics which include: **playing and exploring**, **active learning** and **creating and thinking critically**.



Play

The emphasis in the Foundation Stage is on **learning through play**. Play provides an opportunity for children to learn about themselves, their culture and language, other people and the world around them. Play provides opportunities for exploration, investigation and problem solving and for children to practise all their developing skills. Play allows children to learn about making choices and decisions and puts them in charge of their own learning. It allows them to take risks without fear of failing. Through play, children develop their personal qualities and attitudes. Play also provides opportunities to represent their experiences and use what they have learnt through music, language, creative and imaginative activities.

Children will learn in different arrangements:

- in a group of up to six, with an adult who directs the learning
- in a small group with other children in learning that the children initiate themselves
- In a whole class situation with their peers
- One-to-one with an adult

When children join the reception class they are assessed on entry. Their learning will be continuously assessed throughout the year. Children's achievements will be recorded in words and pictures in a portfolio of their work that we will share with you on open evenings and we welcome your comments on how your child is progressing at home and school.



Supporting Learning at Home

We believe that the partnership between school and home plays a crucial part in your child's learning and development.

To fully access the whole primary curriculum children need to develop strong reading and speaking and listening skills.

The best way for you to support your child's learning at home is by engaging in reading experiences and activities.

Children of all ages should share books with an adult each day. Your child will also bring home a guided reading book to read to a parent or carer. Please encourage your child to engage in a reading activity every day.

Here is some further guidance on supporting literacy development

For Toddlers

- Read with your child every day
- Take time to look at and talk about the pictures
- Encourage your child to turn the pages
- Encourage him/her to join in with repeating phrases
- Use your finger to follow the print occasionally
- Make sure s/he sees you reading for pleasure

For pre-school children

- Read a variety of literature including poems, comics and magazines
- Get your child to look at pictures and predict what will happen in the story
- Make sure your child sees you reading (recipes, newspapers, food packaging instructions etc.) and writing (shopping lists, messages etc.) Remember to read aloud when s/he is around!
- Look at street names, shop signs, road signs and car number plates

For school-age children

- Read aloud to your child, then let them read to you
- Allow time for self-correction if s/he makes a mistake
- Encourage him/her to talk about what s/he has read and to retell stories
- Buy him/her games with instructions to read and follow
- Make birthday cards, invitations, lists and messages together and encourage him to write letters and postcards etc.

Please speak to your child's teacher if you require any further guidance or support.

Key Information

Clothing

Robinsfield does not have a school uniform. Please send your child to school in clothes that are easy for them to manage. Help is available with clothing where necessary but children are encouraged to try themselves. Velcro fastenings on shoes can help children be more independent than shoe laces until they are able to tie laces themselves.

Even though children wear aprons when involved in 'messy' activities, water, paint and glue can get onto clothing easily so please do not send children to school in their 'best' clothes.

In Reception your child will have access to the outdoor area most of the time during the morning and afternoon sessions. At lunchtime they join the rest of the school in the playground.

In the colder months please make sure they have a warm, waterproof coat in school. Open toed sandals and flop flops are not allowed in summer for health and safety reasons. We also ask that you apply sun screen before the start of the session and provide a sun hat for your child when appropriate.

Labelling your child's clothing clearly with their name will make it easier for us to return it to you if it has been misplaced.



PE Kit

Please ensure your child has a suitable P.E. kit in school every day. Children may leave their P.E. kit on their peg and take it home either at weekends or in the school holidays for washing. Please make sure all items are clearly labelled with your child's name. School PE kit can be ordered from the office.

Jewellery

Jewellery of any kind is not permitted in school for safety reasons. Children with pierced ears may wear small stud earrings only.

Toilets

Children are expected to be toilet trained before they start school. Accidents do happen and we have clean clothes for these situations. You may bring in a bag of spare clothes and leave them on your child's peg if you wish.

Book Bags

Your child will need to bring their book bag to school every day and keep it in their tray. Book bags are available from the school office and cost £5.00. Please label your child's book bag clearly with their name.

Special Events

From time to time each class takes part in special school events, such as a termly assembly when you will be invited to come and find out about what we have been learning. We may organize visits to places of local interest or have special visitors come and see us. We will inform you in advance of any special events that will be taking place.

Key Person

Every child in the Foundation Stage is allocated a key person. A key person will be on hand to meet your child's individual needs and help them become familiar with their surroundings. In Reception your child's key person will be the class teacher with additional support being available every day from the support staff in each class. At playtimes and lunch times your children will also be supported by other members of staff. The key person will be on hand where necessary to offer additional support.



We look forward to welcoming your family to Reception at Robinsfield. Please speak to a member of staff if you have any questions.