

BYFLEET PRIMARY SCHOOL



WELCOME TO RECEPTION

Preparing to Start School



Learning, Caring, Sharing

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Welcome

We are delighted you have chosen Byfleet Primary as your child's school and we look forward to welcoming your family to our school community in September.

This booklet is a guide of what to expect in the coming weeks as your child begins their transition to Primary School and of what to expect once school starts in September.

In light of the current situation we will have to adapt our normal Induction process and we will keep you informed as the situation develops over the next few weeks.

We will be sending out some photos and a video with your teacher for you and the children to familiarise themselves with the school. The situation may change as circumstances change so we will keep you informed at all times, and we will arrange events in September to compensate.

It is important we know as much about your child as possible, therefore we will also be arranging an individual phone call with Miss Kirby to ensure the transition is as smooth as possible.

On 22nd June at 1pm we be holding an online meeting for all parents to meet the Head, the teacher and the teaching assistant and the administration department so you can be informed and view all the information you will need.

We will be contacting pre-schools/nurseries to speak to their Key Worker.

In September there will be a 'Meet the Teacher' evening for parents to attend.

Starting School

It is advisable to allow children plenty of time to adjust to school life. This is because the demands of starting school are considerable – your child will need to get used to new peers, unfamiliar adults, a different environment, new routines, rules and higher expectations.

The entry into Reception Class is staggered; we admit pupils in three stages according to their date of birth. All children are full time from their start date.

Autumn born children (September to December)

Thursday 3rd September 2020

Spring born children (January to April)

Monday 7th September 2020

Summer born children (May to August)

Wednesday 9th September 2020

They will need...

Please make sure EVERYTHING is named!!

Uniform

- Yellow Polo Shirt
- Grey Trousers or shorts, skirt, skorts (shorts that look like a skirt) or pinafore
- Green Jumper/Cardigan
- Sensible black shoes (no trainers or boots)
- Plain grey or black socks/grey or green tights
- For Summer – yellow or green checked dresses may be worn
- A book bag (which will be provided) – please use book bags provided for everyday as backpacks do not fit in the children's trays.

For PE

- Yellow T-shirt
- Black shorts
- Plimsolls
- Trainers for outdoor PE (Velcro strap)
- Dark tracksuit for winter
- PE Bag

Our uniform supplier, Mike Wagstaff, can be contacted on 01932 788458
email: mikewagstaff56@gmail.com

Your child will also need:

- A NAMED refillable water bottle
- A warm winter coat
- Wellington boots (for our welly walks)

Important Times of the Day

Dropping off at school

The gates to the playground open at 8.35am. Initially you will bring your child into the classroom where they will play with the activities that have been laid out. After a few days you will leave your child at the gate where they will be greeted by Miss Kirby. Please ensure you bring your child to school on time as being late repeatedly means they miss the first part of the day which can be very unsettling to their routine.

Lunchtime

Children in Reception, Year One and Year Two are entitled to a free school meal. Your child will choose each day what they wish to eat – there are three options available each day. A menu and more information regarding school lunches will be in the transition pack you will receive and you will have further information at the online meeting with the staff at the session on Monday 22nd June.

Collecting your child from school

At 3pm please wait on the main playground by the Reception playground and your child will be brought to you. It would be helpful if you could come forward to collect your child as they reach the front of the queue. If someone else is collecting your child you will need to inform Miss Kirby or the school office. Our travelling to school policy has a code word for Reception children that should be used by any person unfamiliar to school.

Our School Day

Once your child starts school the structure of the day is as follows :

8.35am - Gate to the main playground is unlocked. Bring your child to the Reception class playground to be met by Miss Kirby.

8.45am - Registration and start of the school day.

10.00am - Break - fruit is provided at break times and milk is free for under 5's - it is available to purchase once your child turns 5 - Cool Milk information will be in your transition pack.

11.45am-12.45pm Lunchtime

3pm - Home time . Please collect your child from the main playground by the Reception gate. The main gate opens at 2.55pm.

Extended Day Provision

Breakfast Club

Breakfast Club runs from 7.30-8.35am Monday to Friday. Currently the cost is £3.00 which can include breakfast – registration forms will be in your transition pack.

The Rainbow Afterschool Club

Our afterschool Club runs from 3.00-5.30pm Monday to Friday (closed on last day of term). Currently the cost is £7.00 which includes a snack – registration forms will be in your transition pack.

After School Clubs

A range of after school clubs are available each term – details are sent out at the beginning of term. Teacher led clubs are available from year 1 upwards, however we do offer Gymnastics Club run by our sports provider Ultimate Coaching.

Getting Ready for School

Your child is about to embark on a wonderful new learning adventure. They will learn more in these early years than at any other point in their education so it is essential we work together to give them the best possible start. You can help to prepare your child for school by practising the following:

- Share stories with your child – encourage them to talk about the story and what might happen next. Try using different voices for the characters – make it fun!
- Recite nursery rhymes by heart
- Communicate with your child and discuss the world around them. Children learn through experiences and are led by examples set for them – the way we communicate with them shows our expectations
- Practise counting – eg in the supermarket – start to recognise numbers, count the stairs to bed, or the door numbers on your road, count pennies in a money box
- Encourage them to speak in full sentences and ask questions
- Promote good manners and be polite
- Please check out our website – www.byfleet.surrey.sch.uk
In 'About us' head for the starting school page for useful information and links to ideas to do over the summer.

- Encourage play by taking turns, co-operating with others and sharing. Play games and do puzzles together
- Practise using scissors safely and confidently
- Try on their uniform and encourage them to 'have a go' at dressing/undressing themselves
- Teach them to put on their coat and take it off without help
- Teach them to put on their shoes and take them off (velcro please – no laces unless they can tie them themselves)
- Practise dressing and undressing for PE
- Use the toilet independently, including washing and drying hands
- Sit at a table to eat and use a knife and fork
- Try different foods together
- Practise recognising their own name in writing
- Be responsible and look after their belongings

Praise and encourage them for their efforts even if they haven't got it quite right 😊

Learning to Learn

A major part of settling into school is learning to deal with life in a new and unfamiliar environment. Learning to share, take turns and wait for attention are all important life skills children need to develop and we ask for your support to encourage these positive behaviours. Children will of course respond more favourably to rewards rather than sanctions, so if your child does come home with stickers or certificates please ask them what they are for and praise them – if they can't remember please ask us!

There may be times when children don't do 'the right thing' and it may be necessary to give them some 'time to think' so they can calm down and we can talk to them about what happened.

At the beginning of each year we discuss with the children what their class rules should be and these are implemented in the classroom. As a school we have a school behaviour ladder which the children are familiar with – our school behaviour policy can be found on our website.

We are always keen to promote and reward positive behaviour and learning. Each key stage has a celebrations assembly every Friday where certificates are awarded for children's achievements alongside a house assembly. Each term the Headteacher holds a Tea Party – children will be invited if they have achieved the required rewards throughout the term.

Getting Ready to Read

Learning to read is one of the most important skills your child will learn and is essential to their future. We will do all we can to support your child in learning to read but we can't do it alone and expect you to listen to your child read, or read to them, at home every day.

It doesn't take long, just 5-10 minutes a day will make a huge difference and is essential to their learning.

The first books your child bring home may not contain words. These books are to encourage children to use the pictures to tell the story themselves and to use story language such as 'once upon a time'.

We learn phonics through Read Write Inc – children will focus on a new sound each day and will bring home a handwriting sheet to re-inforce this sound.

From Reception children take home a library book each week. Please share this with them and return it on their library day. Encourage them to choose a book they will enjoy – stories, information books etc

To support their reading you could:

- Recite nursery rhymes
- Read, role-play and re-tell traditional stories such as Goldilocks and the Three Bears
- Look at picture books and talk about them
- Make up stories together
- Show them that you enjoy reading and value books
- Visit the library

Getting Ready to Write

Learning to write is fun! Early writing involves control of lots of muscle groups so we will work on this first. Lots of big wiggly patterns drawn in chalk, paint, sand or mud help children get a feel for writing.

After lots of practice children will be shown how to grip a pencil properly before being taught to form letters correctly.

Here's a list of some ideas you could try -

- Let children see you writing and encourage them to try
- Dot-to-dots, mazes or spot the difference
- Encourage them to colour inside the lines
- Show them how to use scissors, safely
- Try some 'giant' writing in sand, mud, water etc
- Write birthday cards
- Make models using play-dough or plasticine
- Talk about what they have done, encourage the use of full sentences
- Write your child's name and encourage them to trace it (make sure they start in the right place!)
- Ask them to use pegs on a washing line to develop finger muscles and strengthen grip

Getting Ready for Numbers

Learning about numbers should be practical to encourage children to understand the number-system. Being able to recite numbers from 1-10 or higher is not the same as understanding what each digit represents, so we will support children in learning about the 'two-ness' of two and realising that it means more than just being what you say after one!

At this age maths is all around. Spotting numbers on signs, counting carrots for tea, recognising who was first or second in a race or spotting patterns are all important mathematical skills that can be easily practised at home.

Here are some ideas that will help your child develop a sense of numbers as quantities –

- Encourage 1:1 pointing, 'Can you get three forks?' 'How many sausages are on your plate?'
- Talk about quantities using words like 'bigger/smaller' and 'more/less'
- Encourage them to recognise the patterns on dice or dominoes as representing numbers
- Play games that involve counting, eg. snakes and ladders
- Look for house numbers, count all the red cars that pass
- Sing number songs, eg '1,2,3,4,5 Once I caught a fish alive', '5 little monkeys jumping on the bed...'

Other Useful Information

What if my child is unwell?

If your child is not well enough to attend school please phone the school office before 9am - the school office is open from 8.30am prior to this you may leave a message. If your child has suffered from sickness or diarrhoea they must not return to school until 48 hours after it stops, to prevent the spread of infection. If your child has a temperature please keep them at home until the temperature subsides.

What if my child has additional needs?

Prior to your child starting school we will have spoken to yourselves and, where it is possible, their key worker at Pre-school. All records relating to your child will be passed on to school so we can continue providing the support that is required and where necessary a plan can be discussed with the class teacher and our SENDCo. If you have any concerns please talk to us! Our school nurse makes regular visits and where necessary any issues can be discussed.

Home School Link Worker (HSLW)

The school has a Home School Link Worker who acts as another link to school for parents. If you have any worries about school, finance, housing or family circumstances the HSLW can support you and point you to a range of resources available locally and nationally. You can make an appointment with Mrs Segal through the school office.

What if my child is upset when I leave them?

It is natural for children to find it difficult to leave their parent when they start school. From experience we can assure you they soon settle, more often than not before you get to the school gate! It is easier for both you and your child if you establish a routine from the start – please say your goodbyes quickly, even if it seems really hard and the children are reluctant to leave you. They are more likely to get upset if you make a fuss. The class teacher and teaching assistants are always there to reassure the children.

What happens if my child is late for school?

At 8.45am the playground gate is locked. If you arrive at school after this time please sign in at the front reception so they can be registered and choose their lunch.

It is important we know the exact number of children in school in case of an emergency. Also we have to report lateness and absence to the Local Authority.

Where do I go if my child loses something?

If your child loses an item of clothing or property and is unable to locate it in the classroom, please look in the lost property box located in the front Reception.

What do I do if my child needs medication?

If your child requires any medication during the school day please contact the school office who will be able to advise you of our school policy regarding medicines.

Medical Conditions

Please note that there is an medical form in your pack to complete.

Please remember if any NEW conditions emerge during your child's school career you must keep us informed.

ALL MEDICATION MUST BE HANDED IN AT THE SCHOOL OFFICE.

What should I do if I am worried about my child?

It is always better to sort out any issues sooner rather than later. In the first instance make an appointment to see your child's teacher, secondly the Deputy Head. The time available before school is limited and hectic so if possible make an appointment to see the teacher at the end of the school day. If it is urgent you see a member of staff please contact the school office.

Car Parking

Please note the school car park must not be entered for parking and dropping off by parents. A limited amount of car parking is available in the car park adjacent to school – PLEASE DO NOT PARK IN THE CARE HOME CAR PARK. Please be considerate if parking in Kings Head Lane, do not park across residents driveways or in the coned areas near to school – the children's safety is our priority at all times and the entrance needs to be accessible for emergency vehicles.

Useful Contacts

School Office 01932 403116

School Email

info@byfleet.surrey.sch.uk

School Website

www.byfleet.surrey.sch.uk

Home School Link Worker

HSLW@byfleet.surrey.sch.uk

School Address Kings Head Lane

Byfleet

Surrey KT14 7AT

Promise me you'll always remember:
You're braver than you believe, stronger
than you seem, and smarter
than you think

