

Welcome to Civitas Academy



Welcome to Civitas Academy Primary School

Session 1 – Welcome Coffee Morning 19th May 2025

ENJOY A HOT DRINK AND SWEET TREAT!



Miss Hoke – Reception class teacher & EYFS Lead

- Typical day in Reception in Civitas
- Dates for transition
- School uniform & Lunch hall
- School Readiness

Mr Wall - ASFLO

- Admissions
- Medical
- Attendance

Key Information

A typical day in Reception

[Reception Class Page](#)

[Little Wandle Phonics – Parent Guide](#)

	8:40am—9:00am	Welcome & morning work
	9:00am—10:00am	Phonics/ Reading/ Handwriting
	10:00am-10:30am	Wake & Shake/ Maths
	10:30am—11:10am	Challenge & independent learning
	11:10am—11:25am	Key group/ PSHE/RE
	11:30am—12:00pm	Lunch in the hall
	12:00pm—12:45pm	Playtime
	12:45pm—1:15pm	Story focus & writing
	1:15pm—1:30pm	Snack & rhyme time
	1:30pm—2:55pm	Challenge & independent learning
	2:55pm—3:10pm	Story time
	3:15pm	Home time

School Uniform, PE Kit & Other Items

Daily uniform:



PE Kit



Label, label, label...

Arthur Norton

William Russell

Lewis Macdonald

All clothes, shoes, bags, water bottles, hats, gloves etc. must be labelled with your child's name

What else do you need?



Dates for Transition



26-27 Early Years Transition Timetable for Parents

Key dates leading to the summer holiday

Date	Time	Activity
Thursday 30th April 2026	All day	Offer Acceptance Deadline
Tuesday 19th May 2026	9:30am to 10am	EYFS Coffee Morning Our Early Years Team will take you through the transition process to starting Reception in September
Tuesday 2nd June 2026	4pm to 5:30pm	Admissions Workshop – Ticket holders only Our admin team will be here to support you in completing your admissions form and will be able to take copies of your child's birth certificate and passport and your proof of address. We will have tablets available for you to use. If your child has any medical needs you will be able to make an appointment with Mr Wall to go through these and create a care plan where needed. <u>To attend this event please book your free ticket using Eventbrite: https://Civitas_Admissions_Workshop.eventbrite.co.uk</u>
Tuesday 23rd June 2026	3:45pm to 4:15pm	Stay and Play – children born March to August You can stay with your child for this and meet the team and other parents <u>Parents: please bring your child's ID and proof of address to this event – see note on next page for more information</u>
Wednesday 24th June 2026	3:45pm to 4:15pm	Stay and Play – children born September to February You can stay with your child for this and meet the team and other parents <u>Parents: please bring your child's ID and proof of address to this event – see note on next page for more information</u>
Tuesday 30th June 2026	3:45pm to 4:15pm	Stay and Play – ALL children The children will join their classmates in a stay and play session. While we invite you to join us in the school hall for an opportunity to ask any questions you may have and to better meet the other parent
Tuesday 30th June 2026	All day	Deadline for completing admission. We are asking families to complete the online admission form and to have supplied proof of ID and address to the school. This ensures that we have everything we need to be ready for your child starting school in September.
Wednesday 1st July 2026	3:45pm to 4:15pm	Stay and Play – ALL children The children will join their classmates in a stay and play session. While we invite you to join us in the school hall for an opportunity to ask any questions you may have and to better meet the other parent
Wednesday 8th July 2026	9:45am to 11am	Transition Morning The children will have their first experience in their classes with the teacher and support staff. You are asked to leave the school after dropping off your child. <u>Please drop off and collect from the school gate on Hodsoll Road</u>
Thursday 9th July 2026	3:45pm to 5:15pm	Summer Fair Come and join the whole school community at one of our big events of the year. There will be fun, games, food and drinks to keep the whole family entertained.
Thursday 23rd July 2026 and Friday 24th July 2026	10am to 3pm	Admissions Drop In Mr Wall will be available throughout these 2 days to answer any questions you may have and will be taking appointments to go through any medical needs your child may have



26-27 Early Years Transition Timetable for Parents

Key dates from September 2026

Date	Time	Activity
Wednesday 2nd September 2026	8:40am to 11:30am	All children Please drop off and collect from the school gate on Hodsoll Road
Thursday 3rd September 2026	8:40am to 11:30am	All children Please drop off and collect from the school gate on Hodsoll Road
Friday 4th September 2026	8:40am to 1pm	All children in school Please drop off and collect from the school gate on Hodsoll Road
Friday 4th September 2026	9am to 10am	School Services Fair You will be able to join us for information and support on the services that we offer at Civitas. Including: <ul style="list-style-type: none"> • Arbor App • Tapestry • SEND • Medical Support • eBooks • Attendance There will be stands covering key aspects of school and we will be able to support you with accessing these and understanding school expectations
Monday 7th September 2026 Onwards	8:40am to 3:15pm	All children in school – All day From Monday 7 th September children will be attending school for the full day. Please ensure that you have ordered a school meal or have provided a home lunch for these days

Notes for ID and address documents.

Proof of ID for your child:

For all children: Birth Certificate

For children born outside of the UK: Birth Certificate and Passport and Visa

Proof of address for parents:

Bank statement or utility bill in a parent's name – this must be no more than 3 months old (we are unable to accept credit card or mobile phone bills)

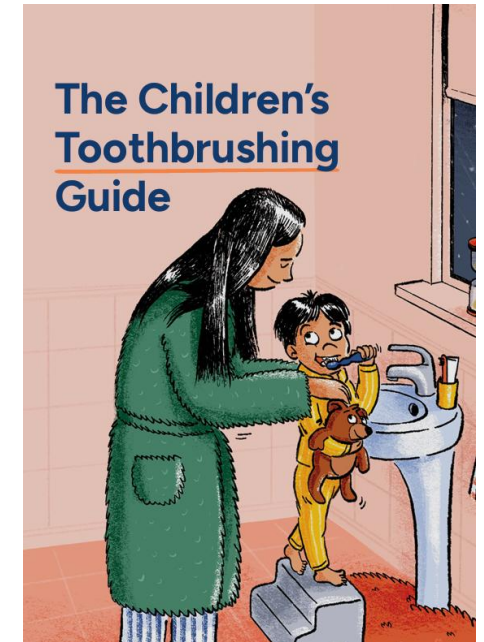
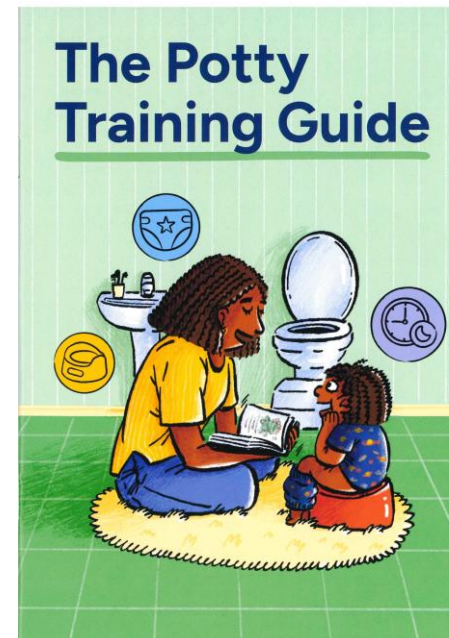
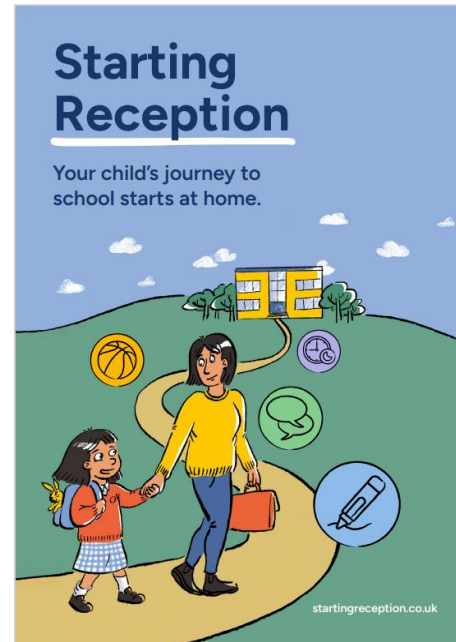
Tenancy agreement

Council Tax Bill – for current financial year

School Readiness

School Readiness

What is 'School Readiness'?



Useful Links

[Starting Reception](#)

[Parentkind](#)

Admissions

Admissions

Documents required before starting:

ID verification, for your child:

- Birth Certificate (all children)
- Passport and Biometric Resident Permit (non-British children)

Proof of address:

- Utility bill/bank statement less than 3 months old
- Current council tax bill
- Tenancy agreement/mortgage statement

Admissions form:

This has been shared with you and is completed online in Microsoft Forms.

If you need assistance completing the form, there is a workshop providing IT access and support on 2nd June at 4pm

If you have any questions regarding admissions, the form, or issues completing this please email:

office@civitasacademy.co.uk

ADMISSIONS WORKSHOP



2 Jun - 4:00
Civitas Academy
Reading

Deadline for completing the admission form:

Tuesday 30th June

Medical

Medical conditions in school

Asthma:

- ✓ School Asthma Card
- ✓ Inhaler and spacer (where issued) to be kept at school

Allergies:

- ✓ Allergy Action Plan
- ✓ Educating Allergy Notification Form
- ✓ 2x Eppi/Jext pens to be kept at school
- ✓ Antihistamine to be kept at school (if part of allergy action plan)

Nut free school

This means children should not bring any nuts or products containing nuts. e.g. chocolate spread, kinder bueno, ground nuts

Other medical conditions, we may need the following:

- Care Plan
- Long term medication form - if requiring ongoing medication
- PEEP – Personal emergency evacuation plan
- Risk Assessment

Short Term medications:

- Only prescribed medication can be issued by school staff
- School keeps Calpol and antihistamines that can be issued with parental consent

Medical forms:

If your child has a medical condition, the medical forms can be collected from the school office. Mr Wall will make an appointment to go through these and create a care plan, if needed.

All long-term medical conditions are reviewed annually

All medication is to be brought to school on your child's first day and brought to the school office

All medication must be supplied within the original packaging and have a prescription label

Attendance

Attendance

Civitas Academy's attendance target is 97%.

Great attendance, will maximise the opportunities that your child will have.

They will:

- Build positive relationships with children and adults
- Engage with all learning opportunities
- Quickly build their self-confidence
- Establish routine and expectations

1 session = ½ a day (either morning or afternoon)

Punctuality

School gates:

- open at **8:40am**
 - close at **8:55am**
- Arrival after 8:55am children must be signed in at the school office
- Arrival after 9:10am is marked as late.
- Arrival after 9:30am will be considered as a missed session

Reporting absence

It is important that you report your child's absence as soon as possible. You can either:

1. Call – 0118 467 6720, leave a voicemail if there is no answer
2. Email – office@civitasacademy.co.uk
3. Complete the webform on the school website

When reporting an absence, we must have a full reason for the absence, we are unable to accept "ill" or "not feeling well". We at times will conduct welfare checks, especially if this is a long-term absence.

Absence from learning

Appointments during school hours

Where possible all appointments should be made outside of school hours.

If your child does have an appointment during school hours, then you need to:

- Notify the school office as soon as possible
- Provide evidence of the appointment

Depending on the time of the appointment you should bring your child into school before and after the appointment. The office team will be clear about the expectation for attending before and/or after the appointment.

Extended absences from learning

Please be aware that Civitas Academy does not approve any holiday during term time, to find out more you can access the “Attendance, Absence and Punctuality Policy” on the school website.

Absence from Learning form

Any absences of half a school day or more will require the completion of the Absence from Learning (AfL) form. This form captures the details of the absence, so that the school leadership team can decide whether the absence is authorised or unauthorised. You must supply all details and evidence of any appointments etc.

Low attendance/holidays in term time

Attendance under 90% is considered by the government as “**Persistently Absent**”

A child with attendance under 60% is considered as “**Missing in Education**” and this carries several potential outcomes.

At Civitas, we will look to work with you to avoid your child’s attendance dropping below 90% and to build on improving this. We will generally begin to make contact once attendance drops below 95%, or if there is a pattern building up.

Where a child misses 10 sessions of school within 10 weeks and these are recorded as unauthorised, this does not have to be consecutive. We are required to report this to Reading Borough Council, and this may result in a fixed penalty notice being issued. You can receive up to 2 fixed penalty notices within 3 years.

Further occurrences could see further action being taken through a court appearance.

We are required to notify the Children Missing in Education Team anytime an unauthorised absence reaches 10 consecutive days and after 20 days a child may be unenrolled from the school and their place offered to another family. If this happens you would have to re-apply for a school place and may not be placed back into Civitas.

Note: 1 session = ½ a school day (either morning or afternoon)

What are the costs of fixed penalty notices/fines?

1st fixed penalty notice:

£160 per parent, per child (to be paid within 28 days)

This can be reduced to £80 per parent, per child when paid within 21 days

No third fixed penalty notice:

Parents will be taken to court and the possible outcomes are:

- £2500 fine,
- Parenting order

This action is also completed on a per parent, per child basis

2nd fixed penalty notice:

£160 per parent, per child (to be paid within 28 days)
No reduction if paid quickly

Note:

Unpaid fixed penalty notices that are not paid in the 28 days are taken to court and could incur additional costs such as legal fees and increased fines.

Celebrating great attendance

We want great attendance to be rewarded.

Weekly 100% attendance

A “raffle” is completed during assembly, and children have the chance of winning a prize

100% attendance for the term

Each big term, children who have been present 100% for that term receive a certificate and are invited to a festival at the end of the term. This is completed in December, March/April and July. So far, we have enjoyed a movie festival, with popcorn and have planned a Water Showdown for the end of July.

Improved attendance

For children, whose attendance improves 10% or more between small terms, will be invited to workshops where they will learn a new skill or be challenged. Children have enjoyed a pizza making workshop where KS2 children made dough, and hand stretched their pizza; while KS1/EYFS hand stretched their pizzas. For children who have improved their attendance this term we have planned an “egg drop” challenge.

These are completed in the afternoons after lunch

Time to meet
each other