

# Drove Primary School

## Welcome Booklet Reception 2025 - 2026

The Roots to Grow  
and the Wings to Fly

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# WELCOME TO DROVE PRIMARY SCHOOL

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Dear Parents and Carers,

I would like to take this opportunity to introduce myself. My name is Chloe Hooper and I am the Early Years Lead and Reception teacher at Drove Primary School.

After leaving sixth form in 2013, I attended the University of Worcester. I completed a degree in Physical Education which extended onto my qualification of a Post Graduate certificate in Primary Education with a specialism in Physical Education.

Throughout my 5 years of studying, I worked in both primary and secondary schools, providing me with lots of experiences working with children from 4 to 18 years old.

I joined Drove in 2019 and this is my sixth year working in Reception. Having worked in every year group throughout my time training and in my previous school before joining Drove, I have a great understanding of where the children are going with their learning and understand the importance of the early years underpinning a lifelong love of learning.

This is my fifth year as Early Years Lead and I could not ask for a better team to work alongside. Each member of the team is passionate, hardworking, caring and respectful. Upholding Drove Primary Schools values.

When I am not at school, I enjoy spending time with my family and friends. Going on walks and exploring nature. I also enjoy watching sport and cooking.

Sending your child to nursery or reception for the first time is a big milestone for you as well as them. However, please know your child will be in a caring environment and surrounded by supportive adults whose main goal is to ensure your child is happy, settled and learning to their full potential.

I am looking forward to being a part of your child's journey and I am here to answer any questions that may arise.

Mrs Chloe Hooper  
Early Years Lead / Reception Teacher

# OUR AIMS

We will:

- ✓ Provide a happy, safe and secure environment which promotes respect for each other.
- ✓ Create a stimulating, fun and engaging environment with child centred and adult initiated play which promotes children's enthusiasm towards learning.
- ✓ Deliver a broad and balanced Early Years Curriculum based on the 7 Areas of learning outlined in the Early Education Development Matters.
- ✓ Create a positive and mutual partnership with parents and value the help and guidance they give to their children.
- ✓ Help children to make sense of the world they live in.
- ✓ Encourage the children to make their own decisions and choices and support them in becoming independent.
- ✓ Provide a language rich environment to encourage communication skills.



# OUR DAILY ROUTINE

**08:30 - 09:15**

Self-registration and free learning

**09:15 - 09:45**

Phonics

**09:45 - 10:30**

Free learning and outside time -  
Small group work with class teacher

**10:30 - 10:45**

Snack time

**10:45 - 11:30**

Free learning and outside time -  
Small group work with class teacher

**11:30 - 11:45**

Maths / Literacy

**11:45 - 12:50**

Lunchtime

**12:50 - 13:00**

Tranquillity Time

**13:00 - 13:15**

Maths / Literacy

**13:15 - 14:40**

Free learning and outside time -  
Small group work with class teacher

**14:40 - 14:50**

Tidy up time

**14:50 - 15:10**

Getting ready for home time and  
story time

**15:30**

Home Time



# STARTING RECEPTION

Starting reception is an important milestone in your child's life. We will do all we can to help them feel, welcome, safe and secure. We are aware that this is also a big step for you as parents. We value the input you, as parents, have already made in your child's education and we look forward to developing a partnership with you.

We slowly welcome the children into Reception as this is a big step for them and we want a smooth transition for you, your child and your family. You will be sent a letter regarding your child's start date and timings. For the 1st week we spend time getting to know your child and give them the opportunity to explore their environment and begin to make new friends.

# PREPARING YOUR CHILD

Starting reception is a very exciting time for young children and together we can make it a happy time for them. Before starting reception, a member of staff from your child's class will come to your home. During this time, we will ask you to fill out our school paperwork, but this visit will allow you to ask any questions you may have.



# PARTNERSHIPS WITH PARENTS

Parents are children's first educators. The experiences and opportunities that you provide for your child will have an impact on their education. When parents and teachers work together, this will have an even bigger impact on their learning. We value our parent / carer partnership and we need you, to help make this most important time in your child's life, fun, exciting and engaging as possible.

## We will:

- ✓ Hold learning workshops- you are able to sit at the back of your child's class and observe how lessons are taught.
- ✓ Keep you informed about the activities and learning experiences that your child will be taking part in.
- ✓ Hold 2 parent's evenings each year to discuss your child's progress.



## HOW YOU CAN HELP

- Please ensure you are on time when dropping off and collecting your child from reception.
- If you are late for any reason, please go to the main school office.
- Please tell a member of staff if someone different is collecting your child from reception. Please ensure they have the password. Without a password your child will not be allowed to leave the School. This is for their safety.
- Your child must be brought into school and collected by a person over the age of 16 years.

## ABSENCE OR ILLNESS OR CHANGE OF ADDRESS

Contact the main school office if:

- Your child is sick and cannot attend school (If your child has had sickness or diarrhoea, please keep them at home for 48 hours after their last period of sickness).
- You have changed address or contact number.
- Your child has a hospital or doctor's appointment.
- If your family is going on holiday during term time (please note term time absence will not be authorised).

## CLOTHING AND PERSONAL ITEMS

- Children wear school uniform in reception (please read out Induction for Parents document for more information).
- Please supply a bag full of spare clothes, pants and socks. If your child has an accident or gets muddy while playing outside, they will need to be changed into dry clothes. This bag can stay on your child's peg.
- Please do not allow your child to bring in toys from home, as they can get lost or broken.
- **Finally, please label every item that your child brings into nursery with their name: shoes, bags, clothes, sunhats, gloves, scarves and water bottles.**

# HOW YOU CAN HELP

## PARENT PAY

We are a cashless school. When your child starts nursery/reception, you will receive a Parent Pay letter with your username and password. We use this system throughout the school. By using this system, you will be able to pay for your nursery donation and for school trips.

## SCHOOL MEALS AND SNACKS

As a school we provide the children with free milk and fruit (milk is provided until they are 5). You do not need to provide your child with extra food. Children are provided with free hot school meals from Reception to Year 2. You are able to book their meals through parent pay.

We offer a meat or a vegetarian option, we do not offer halal option. If you wish for your child to have a packed lunch, then you are welcome to provide one, however please ensure it is a healthy lunch. We are a nut free school so please do not add nuts into your child's lunchbox.



# CURRICULUM

The Department for Education have made changes to the Early Years Foundation Stage Profile, which we follow at Drove Primary School. The changes were implemented from September 2021. The key objectives are to improve the outcomes for all children particularly in language and literacy. For more information please view the new revised curriculum via this link: <https://www.gov.uk/government/publications/development-matters--2>

We plan cross-curricular activities using the 7 Areas of learning outlined in the Early Education Development Matters. This ensures children are exposed to high quality and engaging learning activities. These 7 areas are further developed in Reception. Each of the 7 areas are broken down into two or three sections. We have the Prime Areas and the Specific Areas. The Prime areas are the main areas we aim to develop first through our nursery.

The 7 Areas of Learning are:

Prime Areas:

## **Personal, Social and Emotional Development**

Self-Regulation, Managing Self, Building Relationships

## **Communication and Language**

Listening, Attention and Understanding Speaking

## **Physical Development**

Gross Motor, Fine Motor

Specific Areas:

## **Literacy**

Comprehension, Word Reading, Writing

## **Mathematics**

Number, Numerical Patterns

## **Understanding the World**

Past and Present, People Culture and Communities, The Natural World

## **Expressive Arts and Design**

Creating with Materials, Being Imaginative and Expressive



# OTHER INFORMATION

The Governors and Staff would like to welcome your child and your family to Reception.

We hope you find the welcome booklet a useful guide for your child's first experience of school.

## [Drove Primary School](#)

Drove Road, Swindon, SN1 3AH

## [Head Teacher](#)

Mrs B Bardwell

## [Assistant Principal's](#)

Mrs H Phillips

Mr C Roberts

## [Early Years Lead](#)

Mrs C Hooper

## [RS Class](#)

Mrs Sheen

## [RL Class](#)

Ms R Liddiard

## [RH Class](#)

Mrs Hooper

## [Main School Office](#)

01793 818 608

## [Office Staff](#)

Miss B Ellis

Mrs P Hooper

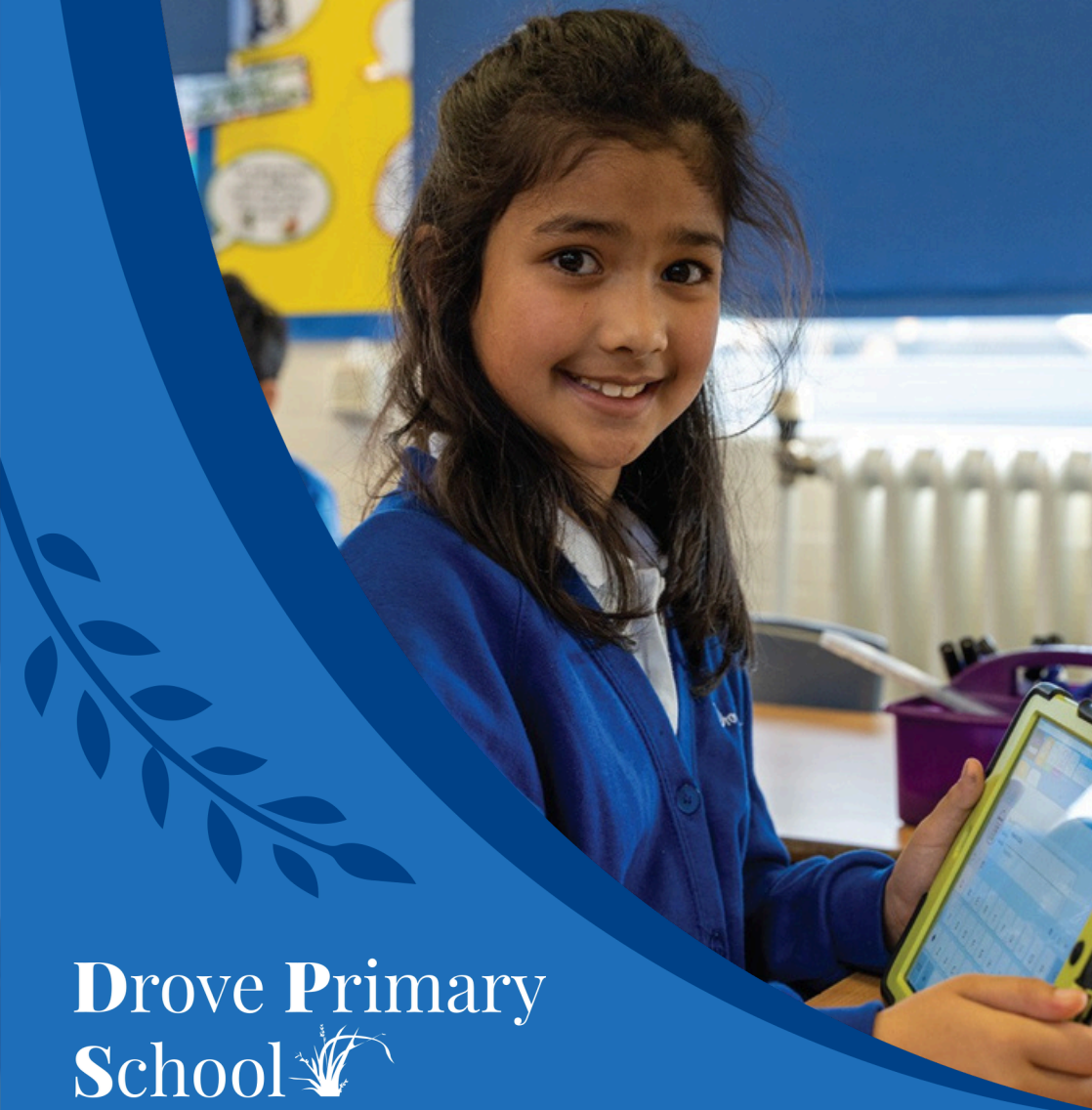
[www.drove-pri.swindon.sch.uk](http://www.drove-pri.swindon.sch.uk)

## [Opening Times](#)

Monday to Thursday - 8:20am to 3:30pm

Friday - 8:20am to 1:00pm





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