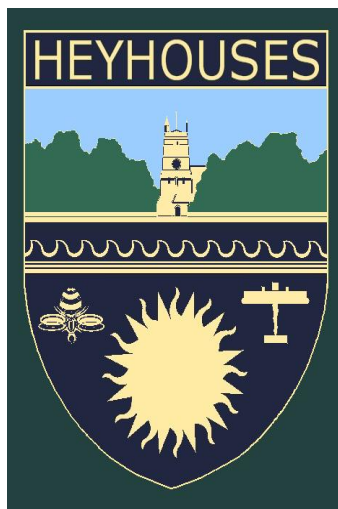




Heyhouses Endowed C of E Primary School



Reception Handbook
Essential information for starting school.
www.heyhouses.lancs.sch.uk

Introduction



Welcome to Heyhouses C. E. Primary School.

We are looking forward to meeting you and your child and getting to know them!

To introduce the children to school we operate an induction programme. This will include lots of opportunities to share information and to bring your child into school to meet their teachers before they start school full time. See the enclosed sheet with the important dates.

The Foundation Stage

The Foundation Stage covers your child's education from birth to 5 years old.

'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age 5 have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality learning together provide the foundation children need to make the most of their abilities and talents as they grow up.'

(Statutory Framework for Early Years Foundation Stage)

In line with the principles of The Early Years Foundation Stage Framework, at Heyhouses School, our activities start with the child and their interests, abilities and skills.

We offer a skill-based curriculum inside and outside the classroom which is carefully organised and planned for and includes opportunities for children to learn through a wide range of experiences.

Play is fundamental to children's development, building their confidence as they learn to explore, to think about problems, and relate to others.

Teachers plan and organise the environment for 'purposeful play'. Activities are organised to include a balance between adult directed or guided and

child-initiated tasks, with an emphasis on 'following the needs and interests of the children' to ensure learning is real, relevant and purposeful.

The learning environment enables children to demonstrate The Characteristics of Effective Learning as described in The Early Years Framework:

- playing and exploring
- active learning
- developing creativity and thinking critically

The Early Years Foundation Stage curriculum is organised into 7 areas of learning:

- Personal, Social and Emotional Development
- Physical Development
- Communication and language
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Within these areas of learning and experience, expectations are set out for most children to reach by the end of the Foundation Stage. These expectations are called Early Learning Goals.

At Heyhouses, we have high expectations for all our children. As well as achieving The Early Learning Goals by the end of the Reception year, we would expect a significant number of children to be working at greater depth.

Frequently asked questions

Starting School

What do I need to buy before my child starts school?

School Uniform and PE kit (see list/photo below)

Boys

Grey Shorts
White Tailored Shirt
School Tie
School Jumper
Grey Socks
Black Sensible Shoes



Girls

Navy Pinafore Dress or Skirt
White Tailored Blouse
School Tie
School Jumper or Cardigan
White or Navy Socks
Navy Tights
Black Sensible Shoes

PE Kit

Heyhouses Navy Tracksuit Bottoms and Tracksuit Jumper
Black PE Shorts
Plain white T-shirt
Plain black coloured trainers (Velcro preferable)



Hair - Children with long hair should wear their hair tied up and if wearing hair accessories, these should be school colours only (blue, yellow, black).

Your child will also need:

- Heyhouses book bag (no rucksacks please – these don't fit in our classroom trays)
- Named water bottle (one that your child can open, close and drink out of by themselves)
- Pair of named wellies



Heyhouses uniform, PE kits and book bags can be bought from our Uniform Shop. Any profits from these sales go back into school funds and directly benefit the children at Heyhouses. Please see enclosed leaflet for shop opening times and ordering details.

What do parents/carers need to do before their child starts school?

- Complete, sign and return all forms in the New Starter pack, no later than Friday 6th June 2025.
- Present your child's original birth certificate to the main office before Friday 18th July 2025 (our last day of the summer term) to prove they are of the correct age to start school. Please make sure you know where this is or get a new copy ordered, if you have misplaced it. A child cannot start school without it being seen.
- Download these two Apps - **ParentApps Connect** and **Evidenceme**. Further instructions will be given in September on how to activate these accounts. All school communication will be through **ParentApps Connect**, therefore it is essential that you are able to access this in September. **Evidenceme** is used by the Reception Team to send you photos and updates on what your child has been learning in school. You will also need to be ready to receive a **Parent Pay** letter containing important login details. As a cashless school, all payments will be made through this app. It is essential that you set up an account on this website as soon as you receive this letter in September.



ParentApps Connect



What does my child need on their first day of school?

Your child will need to come to school wearing their Heyhouses uniform. Please make sure your child has a named water bottle, healthy snack and a named weatherproof coat.

Where do I bring my child on their first day of school?

Please bring your child to the classroom door by entering through the Reception Playground gate entrance at your allocated time.



What will happen on their first day of school?

You and your child will be welcomed into the classroom and will meet their teachers. They will be given a name badge, and they will be shown their coat peg and drawer. The children will then be invited to join their teacher for a story on the carpet before being able to explore and play in our Reception department. You will be able to stay with your child for their first play session or you can leave and come back at the end of the session. You are invited to go to the Family Hub (based in our school grounds) if you don't feel the need to stay. Going to the Family Hub will be a great opportunity to meet other parents/carers and have a drink whilst you wait for your little one. Please collect your child at the end of the session from the classroom door which opens onto the Reception playground.



When will my child need their P.E kit in school?

Reception take part in weekly P.E Lessons, supported by our P.E specialists, Mr Nay and Mr Murray. On these days, the children need to come to school dressed in their P.E Kit instead of their school uniform. Information about how to order your Heyhouses P.E Kit is enclosed in your New Starter Pack. We will let you know what days they will need to wear their P.E kit in September once timetables have been set.

Is there anything else my child needs to bring to school?

The Reception children spend a great deal of time exploring the Natural Environment within the school grounds. Please provide your child with a named pair of wellies to keep at school for them to wear when appropriate.



A Typical Day

What does a typical day in Reception look like?

The classroom doors open at 8.45am and shut at 9am. If you come after this time, the playground will be locked for safety and you will need to walk round to the main office in order to register your child. The children will complete a morning activity and make their lunch choices. After registration, we usually start the day with a phonics lesson. The children will then have their snack followed by choosing time. The children usually have a maths lesson before lunch. Lunchtime is 11.45 until 1pm. After lunch they will have a topic-based lesson and then more choosing time. Towards the end of the day, we will have a big tidy up before our final learning session. This is followed by milk and then home time. At 3.25pm the children line up at the door with their coats, water bottles and book bags and we let them out of the classroom.

door, one child at a time, to ensure they get to the person coming to collect them safely.

What is Phonics?

Essential Letters and Sounds (ELS) is our chosen Phonics programme. The aim of ELS is to 'Get all children to read well, quickly'. It teaches children the code needed to be able to read fluently. Children begin learning Phonics at the very beginning of Reception and it is explicitly taught every day during a dedicated slot on the timetable. Children are given the knowledge and the skills to then apply this independently in their reading and their writing. In September there will be opportunities for you to come into school to find out about how reading is taught and our home reading expectations. There is also more information on this on our school website.



What is choosing time?

'Choosing time' is when we give children the opportunity to explore the learning environment for themselves, on their own or with friends, following their own interests. They can access all of the Reception indoor classrooms and shared spaces including the outdoor provision.



What happens at the end of the day?

At the end of the day the children do not leave the supervision of the teacher until the parent or designated person is seen and a safe handover has taken place. It is helpful if you try to stand in the same place and wave when your child comes to the door.

Class Organisation

How are the classes organised?

The Reception year is organised into three classes. The maximum number of children per class will be 30.

Who will work with my child?

Each class is under the supervision of their own teacher or teachers. We also have a team of teaching assistants working within the Foundation Department who are all highly qualified. All the children will have their own class base for daily registration and lessons but during choosing time they can access the whole department. All staff will get to know all the children and support them in their learning. All teaching staff receive planning and preparation time each week. On these occasions, either another teacher or a higher-level teaching assistant will take the class.



Home/School Partnership

At Heyhouses, we recognise that an effective partnership with parents has a positive impact on children's development and learning and therefore we aim to provide as many opportunities as possible for parents to keep staff informed about their child's development or any concerns they may have. During the year there will be opportunities for parents to come into school for special events such as the Nativity and some assemblies.

How do I contact the teacher if I need to speak to her?

Parents can make an appointment to speak to their child's teacher via the teaching assistants in the morning or by phoning the school office. Teachers can also be contacted via the school email.

enquiries@heyhouses.lancs.sch.uk

How do I know how my child has settled into school and how they are doing with their learning?

We hold 'Stay and Play' sessions in the Autumn and Spring terms where you can come into the classroom, after school. This is a great opportunity to not only play with your child in the classroom but also for the teacher to chat to you about how your child is getting on at school. In the Summer Term, you will receive a written report. This includes a summary of your child's achievements over the year and sets some targets for them to aim for in preparation for Year One.

How will I know what my child has been doing in school?

The adults observe the children in the learning environment. These observations, along with photos and videos of the children engaged in activities, are emailed out to parents via the app, Evidenceme. Information about how to activate this app, will be sent out to you in September.

How can I get more involved in school life?

Parents are encouraged to join the PTA and, when possible, attend a wide range of school events to support their child as well as the school. Events include School discos, Easter Egg Bingo, Film Nights and The Summer Fair.

Will my child get homework?

Home reading is essential in your child's first year and throughout primary school. If you have no time for anything else, regular reading is a must. In Reception the children get a reading book sent home weekly which we recommend you read at least 4 times throughout the week. We also often set optional weekly maths/writing/topic challenges which you can find on the weekly Reception newsletter linked to what we have been learning that week.

How do we find out about events that are happening in school?

Every week a Reception Newsletter is put on the PA Connect app and on the school website. This will include important dates, a brief summary of what the children have been learning that week, and optional home challenges. Whole school newsletters will also be on the PA Connect app. This will contain information that concerns the whole school, such as charity non-uniform days and whole school events. It is important you read both newsletters regularly.

Food and drink

Does my child need a morning snack?

In the morning children bring a snack from home to eat, one snack is enough (in a named pot that will fit in their tray, please). In line with our Healthy Eating Policy, we encourage fruit, vegetables, breadsticks, plain biscuits, malt loaf, teacake, cheese and crackers, or dried fruit. No chocolate, sweets, crisps or nuts, please. We are a nut-free school and part of the Healthy Schools' Programme. Please make sure grapes are cut in half.



Does my child need an afternoon snack?

As part of the National School Fruit Scheme your child will receive a free piece of fruit or vegetable each day. Free fruit/veg is provided by the Government to all children in the Infant years.

Does my child get milk at school?

Milk is provided free of charge until your child turns five.

Cool Milk

In the starter pack there is a 'Cool Milk' letter please follow the instructions to order milk for your child. Initially it will be free but when your child turns five they can still receive milk, however, you will have to update your Cool Milk account and pay for it separately. Children who do not want milk may drink their water instead.

Does my child need to bring a water bottle?

Please provide your child with a clearly named water bottle. These are sent home every night and it is the parent's responsibility to make sure the bottles are filled with clean water and returned on a daily basis. No fruit juice or flavoured water, please.

Where do the children eat at lunchtime?

The children sit in the hall to eat their lunches and are very well cared for at lunchtimes. There is always a member of staff on duty at lunchtime in addition to the welfare staff. Some welfare staff teach in the class for continuity of care. The Reception children go into the hall before everyone else so it is quieter for them.



What do the children eat at lunchtime?

School Dinners are cooked on site by Lancashire County Council trained staff. The menu, set by County, is based on Healthy Eating guidelines. The children choose their lunch from 2 options given to them each morning. There is an example of a menu in your starter pack. Any allergies and dietary requirements are always catered for.

Do I need to pay for school dinners?

At the moment, the Government fund the first three years of Universal Free School Meals therefore every child from Reception to Year 2 is entitled to a free school meal. We encourage you to take advantage of this great offer. It is a wonderful way for the children to try new foods.

What if my child doesn't like the school dinners?

If a child does not seem to like the school dinners and is consistently leaving a lot of food, we will let parents know when they pick their child up from school.

Can my child bring a packed lunch?

Yes. We encourage parents to pack a healthy choice of food, including some fruit or vegetables. Sweets, sugary drinks, nuts and chocolate should not be included.

Attendance

Can I take my child out of school, on holiday, during term time?

We expect excellent attendance for all our pupils. It is essential that parents keep holiday time to within school holiday dates. Children at this young age miss vital steps if they have prolonged holidays in term time. Please see The Attendance Policy on our Website for more details.

What do I do if I'm running late to pick up/drop off my child?

Please make sure your child arrives at school on time (by 8.55am). It can affect your child's attendance record if they are consistently late for school. We also ask that you are prompt collecting your child at the end of the day (3.25pm). If you are running late, please ring the school office if you can. In these circumstances, you will need to drop off/pick up at the school office as playground gates are locked at 9am and then again at 3.35pm.

What happens if my child is unwell?

If a child becomes unwell during the day, parents will be contacted. Please ensure you keep us updated if you change your contact phone number. We ask that parents keep children off school for 48 hours after they have sickness or diarrhoea, in line with NHS guidelines. Other illnesses, such as Chicken pox, have guidelines on times of absence and the office will let you know these if you call. Please let us know via ParentApps Connect as soon as you can, if your child is unwell and won't be attending school. Alternatively, you can phone the school office to let us know.

Please Remember

Naming Clothes and Belongings:

Please make sure all items of clothing are named, including P.E kits and shoes.

Unfortunately, we are not able to take responsibility for any unnamed property.

Communication:

Please regularly check ParentApps Connect, The School Website and book bags for communication from school.

And Finally...

We welcome you as partners in the education of your child.

Don't be afraid to ask if there is anything you are unsure about and please tell us if you have any concerns regarding your child.

We sincerely trust that the time spent at Heyhouses will be happy and rewarding for your child and your family.

We hope that your child will see school as an exciting place to be and experience that learning is fun!

If you have any other questions, please do not hesitate to contact us on...

enquiries@heyhouses.lancs.sch.uk

Or

01253 722014