



**Moorhill
Primary School**



**Shaw
Education
Trust**



Reception Handbook 2022-2023

Mutual Respect

**Believe and
Achieve Together**

SELF BELIEF **TEAMWORK** **AMBITIONS & ASPIRATIONS** **RESPECT** **EFFORT**

Moorhill Primary School

cademy

A warm welcome

Firstly, a huge warm welcome to you and your child to Moorhill Primary school. Our philosophy is to provide a good start to education for all children.

We are committed to the development of all children and aim to develop skilful communicators and competent learners who enjoy challenges. We are inclusive of all children, and we celebrate diversity. We ensure that children are safe whilst allowing them to discover boundaries and make choices independently. We support children's physical and emotional well-being and understand that they are growing and developing quickly throughout their reception year.

“Mutual Respect/Believe and Achieve Together” is promoted by understanding feelings, supporting friendships, and having professional relationships between parents, staff, and children. We see parents as our partners and communicate regularly about each child's development. We support learning through positive interactions with children, listening to them and teaching effectively by building on what they know.

We plan activities for children based on their development stage. We assess them through observations of how they use and apply their knowledge in their play. We work together with each child throughout their learning journey. Our environment is warm and friendly and includes indoor and outdoor provision. We ensure smooth transitions from home or playground into Reception and out of Reception into KS1.

Young children learn through experience. Adults involve themselves in play to move learning on and develop the environment to suit the learning needs of the children. Learning is active, physically, and mentally. We encourage children to become good decision makers and we personalise learning to suit each individual child. We provide opportunities for children to make connections between their learning and ensure that children work together to develop their creativity and critical thinking.



Our Whole School Ethos

Our school motto is 'Mutual Respect', and our community code is BELIEVE AND ACHIEVE TOGETHER. We believe that by working together (pupils, parents, teachers, governors, and the local community) we will achieve more.

To 'BELIEVE AND ACHIEVE TOGETHER' with success it is essential that we all understand, develop, and apply the schools' core values of SELF BELIEVE, TEAMWORK, AMBITION AND ASPIRATIONS, RESPECT AND EFFORT.

School Vision

When our children leave Moorhill, they will be motivated and inspired learners who are articulate, literate, and numerate.

They will know that by working hard and working together they can achieve greater success; they will have high aspirations, lifelong skills for learning and will successfully demonstrate our core values in all areas of their lives.

We believe that to achieve these aims, staff, parents, and pupils need to work in partnership.

To achieve these aims we have in place a set of Minimum and Gold Standards which are shared with pupils, staff, parents, and visitors. A copy can be found at the end of this handbook.

The school endeavours to create a happy, welcoming, and secure environment in which the children can develop confidence, individuality, and good learning habits to achieve progress within the National Curriculum. Although children are mainly taught in classes, some ability setting is in place for the teaching of phonics in Years Reception, One and Two.

Behaviour Management

High quality behaviour is underpinned by relationships, lesson planning and positive recognition.

Consistency in Practice: ***The Moorhill Way***

Our school rules: ***Ready; Respectful; Safe***

Our rules encompass the positive behaviours we consistently endorse and expect from everyone at Moorhill: **READY, RESPECTFUL, SAFE**. By following these three

simple rules in every aspect of our school lives, we can all achieve our best, enable others to achieve their best and achieve physical and mental well-being.

In line with our core values, which were developed through consultation with all stakeholders, we expect everyone within our school community to meet the minimum standards for each value and we hope that most would strive to meet our gold standards. These standards are displayed around the school and referred to by staff and pupils.

What do our behaviours at Moorhill look like?

How will staff behave?

Staff will model respectful, positive behaviour

Staff will behave calmly

Staff will behave consistently

All staff, every day

Staff will meet and greet pupils

Staff will refer to our school rules and use positive reinforcement

Staff will praise in public and reprimand in private

Leaders

Will be a visible presence around the site.

Share and celebrate good practice.

Support colleagues with more complex negative behaviours.

At Moorhill, we aim high and give recognition to those who demonstrate outstanding behaviour. At the beginning of each academic year, classes discuss what 'outstanding behaviour' looks like and are linked back to our school rules of, Ready, Respectful and Safe. They are revisited frequently throughout the year. The celebration of those who have demonstrated 'Over and Above' behaviour is used consistently throughout the school.

Keyways to recognise 'over and above' behaviour.

Drawing attention to 'over and above' behaviour; This includes a recognition board in each classroom, on which children are invited to write their name for

going 'over and above' in their conduct, demonstrating the school's gold standard for values.

Special mentions assemblies each week to highlight children showing the school and British values.

Sharing work with teachers, leaders, and parents to show pride in their achievements.

Communication with parents via Class Dojo and phone calls home.

Positive Behaviours

Bullying, either physical or verbal, is taken very seriously. We always listen to children's concerns and appropriate action is taken. Our Class Learning Forums support classes when there are issues such as these. A copy of our Anti-bullying Policy can be found on our school website.

The support of parents in maintaining discipline is invaluable and if a child repeatedly misbehaves, parents are invited to discuss the problems with the Headteacher / Deputy Headteacher to try to discover the causes and offer solutions. Members of School staff and, if necessary, outside agencies will be involved in the discussion and procedures.

A copy of the school's Behaviour Policy is available on request or can be found on our school website:

www.moorhill.staffs.sch.uk

Safeguarding and Promoting the Welfare of Children

Please refer to the school's Safeguarding Policy available on request or can be found on our school website: www.moorhill.staffs.sch.uk

The school is obliged to refer any concerns regarding pupils to the appropriate agencies, e.g., Children's Services. The circumstances for the school to make a referral may be based on concerns under the following categories:

Physical

Sexual

Emotional

Neglect

Parents are usually informed if the school is going to make a referral unless it is deemed to put the child at further risk or to affect an investigation. We work closely with external professionals to ensure we have the very best safeguarding advice. Mrs. Sindrey is the designated Child Protection Person, and the deputy designated officers are Mrs. Andrews, Mrs. Snowden and Mrs. Liley. Our nominated governor for Child protection is Ms C Worrall.

Access to Documents

Copies of all relevant documents, including a summary of our most recent OFSTED report, are available on our website www.moorhill.staffs.sch.uk. If you do not have access to a computer, you can obtain copies from either site office.

Organisation

In Reception, there are two classes of up to thirty children. Each has a teacher and a teaching assistant. There is a designated area for the reception children to use at the front of the building. We know that young children learn by playing, being with other people, being active, exploring new things and experiences, talking to themselves, communicating about what they are doing with someone who responds to their ideas, representing ideas and experiences; meeting physical and mental challenges; being shown how to do things, practising, repeating, and applying skills and having fun.

The children are taught from the very beginning about being good learners. During our sessions, children learn to follow instructions and are expected to respect adults and other learners. Activities may be in large groups, small groups or with individuals.

We understand the importance of 1:1 time for reading with children. Each child reads individually as well as within a guided group during Read, Write, Inc sessions, and will bring home suitable reading books following the teaching of all the set 1 sounds. Further information about this will be sent out during the autumn term. Parents are encouraged to begin good routines for homework with their children, including regular reading at home.

The children have a regular P.E. session to promote physical skills and healthy living. They will be asked to come to school in the correct PE uniform on their allocated PE day (more details on the timings will be given in the autumn term). We may take shoes and socks off sometimes for lessons, therefore it is important that your child knows how to do this independently before starting school.

All Reception children receive free milk until they turn five. After this, parents can apply to Cool Milk to enable their children to carry on receiving milk. However, there is a charge for this, and further details are available on the Cool Milk website (www.coolmilk.com) and on the leaflet enclosed with your induction pack. Fruit is given as a snack mid-morning and there is no charge for this. Pupils accessing free school meals are allocated milk throughout school.

Uniform

Our school uniform is as follows:

Black - Shoes

Black/Grey - Trousers/Skirt/Pinafore

White/Blue - Shirt/Blouse/Polo Shirt

Royal Blue - Jumper/Sweatshirt/Cardigan

Blue/White Checked – Dress

Blue Tie (optional)

Please ensure that your child has sensible shoes for school. Pupils should not wear heels because they are dangerous when they are running around in the playground and on the climbing equipment. Also, we have found from experience that trainers are not healthy for wearing all day. They do not let children's feet breath properly and this can lead, in some instances, to infections, such as Athletes' foot.

Sweatshirts displaying the school logo are available for purchase together with a range of other items. For further information parents should contact Crested School wear on 01543 504866 <https://www.crestedschoolwear.co.uk/>

Here is an example of the types of uniform that is acceptable at Moorhill:

Crested schoolwear, Cannock:



Other options from most supermarkets:



For PE sessions, children should wear:

A Moorhill school tracksuit (available from Crested School Wear) with a plain white t-shirt.

or

Plain Black shorts or jogging bottoms

Plain white t-shirt

Plain Black zip up jacket or blue school jumper/hooded top

Plain black or white trainers with Velcro

Examples of P.E. kit which can be obtained from most supermarkets:



Earrings and Jewellery

For safety reasons the wearing of jewellery and earrings is discouraged during the school day. A wristwatch and stud earrings are permitted but all jewellery should be **removed** for Physical Education (in line with school policy).

Lost Property

Please make sure clothes are labelled with your child's name. A lost property box is kept on both sites, but it is difficult to return un-named items.

The Curriculum

In Reception the children are taught basic skills through a variety of topics. These skills are then built upon over the year and staff encourage children to apply what they have learnt to other areas within the setting. Some of the topics covered are:

All about me

People who help us

Winter

Spring

Dinosaurs

Space

Topics are subject to change depending upon the needs and current interests of the children.

Assessment

We use the information provided by nurseries and pre-schools, information from parents and our initial judgements of children to

assess the children on entry to Reception. All children are required to complete the National Reception Baseline Assessment during the first six weeks of starting school. At Moorhill, we ensure we have completed these assessments within the first three weeks of autumn term. Throughout the year the children are continually observed, and evidence is kept in class floor books and displays. Information is shared at meetings with parents throughout the year and we will also be holding open day sessions for parents to come and work with the children during their lessons. Reports which include progress and next steps are sent home termly.

Security

We have in place several security measures to safeguard our children.

The school gates for pedestrians are locked at 8.55 a.m. Gates to the car park are also locked.

Our main entrances are also locked, and parents and visitors must register at the main offices when coming into the school. Badges are issued to all visitors who enter the school.

At home time when school is dismissed children can only be collected by those named on your child's data collection sheet (enclosed with your induction pack). Parents may add additional contacts throughout the year by speaking to their child's class teacher. If a parent is not collecting a child, they must inform the class teacher or if this is not possible via the school office in advance. If this person is not known to staff and is not on the collection list, a password system will be implemented.