

Regina Coeli Catholic Primary School



Welcome to the Early Years



An Introduction for Parents

Where there is love, there is God

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Contact Details

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Mission Statement

The Federation of St Elphege's and Regina Coeli Catholic schools will give every child the best possible education because each individual is uniquely created and precious to God. As a Catholic community, guided by the Holy Spirit we will follow the example of Jesus Christ in all aspects of daily life.

With the help of God, we will.....

The Federation of St Elphege's and Regina Coeli Catholic schools were founded by the Catholic Church to provide education for Catholic children. The school is conducted by the Governing Body as part of the Catholic Church in accordance with its trust deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

Inspired by the teachings of Christ we will...

- Develop our children's faith, spirituality and joy in the love of God
- Educate our children to the highest standards thus realising their own potential
- Instill in our children the knowledge, skills and confidence to succeed and take pride in their achievements recognising we each have special gifts and talents
- Encourage everyone to be more than they thought possible, in a secure and loving environment
- Promote a caring community where we will all behave well. We will be dignified in our actions, demonstrating good manners, tolerance, kindness and generosity to ourselves and others
- Prepare our children today to become tomorrow's responsible and independent individuals equipped to face life's challenges
- Ensure our Federation is a happy, safe and welcoming place where we all enjoy learning, work hard, support one another and do our best
- Create an active partnership of love, joy and high expectations between children, parents, carers, staff, governors, parishes and the wider community

Dear Parents and Carers,

I would like to welcome you to Regina Coeli Catholic Primary School. I hope your child will be happy in our school.

Our school aim to give every child the best possible education in a Catholic environment. It is through our faith that we develop as followers of Christ and faith is central to our values and ethos. The prayer life of the school encompasses worship and celebration. The children learn about other world faiths so they may grow to have an understanding and tolerance of the world in which we live.

Our school is a welcoming community and we value our children and families. We believe that it is through a strong partnership that the school and family work best. We recognise each child as a unique individual who brings gifts and talents to enhance our school community. In return we will provide a learning environment that is rich in experiences and opportunities so that each child can fulfil their true potential.

The last Ofsted in Regina Coeli judged the school as good. "Pupils behave well in lessons. They show positive attitudes to their learning; they are keen to achieve their best." "Since September 2014, leaders prioritised the development of teaching and learning so that it is now effective in both Reception classes. (The pupils') behaviour and attitudes to learning and to each other are a strength of the provision." (***Ofsted Report December 2018***)

In our recent Section 48 Inspection, which looks at the Catholic Life of the School, Religious Education and Collective Worship, the inspectors said, "Fulfilling the call to put faith into action and achieving its stated mission permeates school life". " Parents value the family feel of the school where pupils benefit from friendships and support across year groups" (***Section 48 Inspection February 2023***)

"I hope your children are happy at our school and we look forward to watching them grow and develop.

Yours sincerely

Mrs T Christoforou

Head Teacher

THE SCHOOL DAY



For the children in Reception the school day begins at 8.30am and finishes at 3.15 pm Monday – Thursday and 2.30pm on Friday. The classroom doors are open from 8.30am.

During the day, the children can help themselves to a piece of fruit. Water will always be freely available and we encourage all children to bring a water bottle from home. The children in Reception (up to their fifth birthday) are provided with free milk. Once your child reaches the age of five you will need to pay the provider direct (COOL MILK).

More information and details on how to pay are available from coolmilk.com.

Beginning and End of the Day



In the morning, you can enter the school via the main gate on Kendra Hall Road (from 8.25am) and drop your child off at the classroom door (from 8.30am). Please note Kendra Hall road has parking restrictions.

Please ensure you collect your child promptly after school. If for some reason you are running late, please phone the school office to let us know. If you are unable to collect your child personally at the end of the day, it is essential that you inform your child's class teacher or the office of your collection arrangements. Please complete the home collection form provided on the website before your child starts.

Lunch



Children in Reception are entitled to a Universal free school meal, which consists of a hot dinner with a selection of salads and a desert.

All children may bring a packed lunch if you do not wish them to have a school dinner. The children eat together in their respective year groups, in the dining hall. This social occasion takes place in the dining hall with staff supervising. The children collect their lunch from the serving hatch as this helps develop their independence. The children are expected to use a knife and fork to eat their meal and good table manners are encouraged. Please inform us of any food allergies or special dietary requirements. Please note we are a **nut free school**.

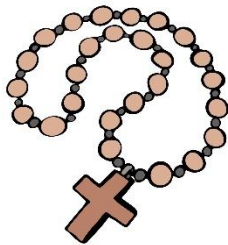


Assembly

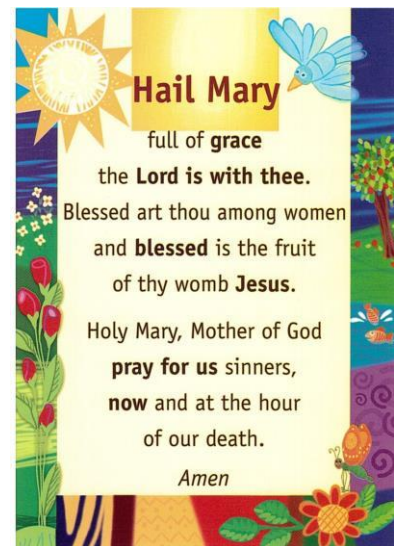
School assemblies take place throughout the week. Our children also attend a weekly Liturgy assembly. This is an opportunity to share a Gospel reading and each class takes it in turn to lead these assemblies. Once settled, the Reception children will start to join the whole school for assemblies.

Special Events

Regina Coeli means, Our Lady, Queen of Heaven. Celebrating our Mother Mary is a very special part of our school.



During the months of May and October, the children in Reception join the main school for Rosary each morning. Reception children also attend school Masses. Parents are invited to attend both Rosary, Mass and liturgy assembly.



We also hold a Feast Day Mass in May where we crown Our Lady with flowers brought in by our parents and friends. We have a lovely picnic afterwards in our orchard with all our community.

Class and Year Group Trips and Outings

In the Early Years there is a huge emphasis placed on the importance of active learning as children learn best through direct experiences. Children in the Early Years go on trips linked to the themes being covered in class; this is to enrich their learning and provide them with direct, hands-on experiences. They enjoy visits from various people throughout the year, including authors, theatre companies and people who help us in the community such as police officers and nurses. At different times of the year, we invite parents



in to share their culture and traditions. If we plan to take your child on an excursion that is not in the local area, then we will request your permission by letter. A permission slip for local walks must be signed prior to your child starting school.

SCHOOL INFORMATION

Attendance & Punctuality

Your child's attendance at school is essential. If your child is absent from school for any reason it is essential that you inform us by telephone on the first day of absence and all subsequent days. All unauthorised absences must be recorded and reported. Please make sure that your child arrives punctually for school. All incidents of lateness are recorded. If you are unavoidably late, please report in the first instance to the school office.



It is not in your child's interest to take holidays in school time. In exceptional circumstances (e.g. death in the family) permission must be sought in writing from the head teacher. However, holidays in term time will not be permitted and will be marked as unauthorised absences on your child's attendance record.

Bedtime



All the children have a very busy day at school and it is recommended they have at least 12 hours sleep per night.



Illness



It is preferable for your child to be at home if he or she is unwell. Staying at home with lots of rest will help to speed up the recovery time and reduce the risk of cross infection. If your child needs to have medicine administered whilst at school, a '**medical needs form**' must be completed and given to the office. This form is available from the school office. Any medicine must be clearly named. We will only be able to administer medication if we have a signed consent form.

Illness	Exclusion Period
Chickenpox	Five days from the onset of rash, or until the spots have scabbed over and your child is no longer feeling unwell
Conjunctivitis	None
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting
Flu (influenza)	Until recovered
Measles	Four days from onset of rash
Mumps	Five day exclusion from onset of swelling
Fungal infections (ringworm)	Exclusion not usually required
Scarlett Fever	Please contact your doctor immediately if suspected. Children can return to school if they are well in themselves and 24 hours after commencing appropriate antibiotic treatment
Whooping cough	Five days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment

First Aid



We have trained paediatric first aiders within the Early Years at all times. If your child has an accident whilst at school, the first aider will treat him or her. You will be informed at the end of the day.

Head Lice

Head lice can be a nuisance but please do not be worried about telling us if your child has them. Anyone can get head lice no matter how clean and careful they are. Please check your child's hair regularly. If you find head lice you must treat them promptly and inform us as soon as possible in order for us to alert other parents, as once head lice make an appearance they can spread rapidly. There is no need for your child to miss time at school; as soon as the head lice have been treated the child can return to class.

Uniform



- a green pullover or cardigan (crest optional)
- a white short-sleeved polo shirt
- grey trousers or shorts with grey socks
- a brown skirt or pinafore for the winter months with socks or tights (green or brown)
- a green and white checked dress for the summer months with white socks
- black or brown school shoes (with flat heels and where possible a Velcro strap/easy buckle)
- green fleeces (optional)
- A PE kit consisting of green shorts, yellow t-shirt and plimsolls
- A book bag (not a Backpack)
- A green, brown or black outer coat

As the children in the Early Years spend a lot of time outside, we ask that all children bring a coat with a hood to school every day. Please encourage your child to dress independently in the months building up to their first day at school. We ask that long hair is tied securely back. Children can only wear gold or silver stud earrings, other jewellery and nail varnish are not allowed. We ask for a pair of Wellies (clearly named) to be left in school during term time, if possible.

Please ensure that all items of clothing are clearly named and remember that even indelible markers will wash out eventually so please keep checking.

Home School Links

We try to ensure that you keep up to date with all information and events at school. Please remember to check your child's book bag and reading book every evening. We use the following forms of communication to share information with you:

Newsletters

Our weekly newsletter is sent out via email every Friday. It is also available on the website. It contains news of the week's activities and forthcoming events.

Tapestry App / Learning Journey

In the Early Years we strive to ensure that we have a strong partnership with parents. We would like to invite you to contribute towards your child's learning journey at school. You and your child can share your thoughts and feelings on their experiences via



Tapestry. The children may also wish to do this by writing a short sentence, drawing a picture or you could scribe for them. You will receive further information about this at the Curriculum meeting in the autumn term.

Tapestry is an online learning journal enabling a personnel blog of your child's learning and achievements at school. Parents can view and add to this at home. We will set home learning and send messages and reminders through this platform. Logins will be set up in the Autumn term.

ParentPay



We are pleased to inform you that we are able to accept payments online for school trips and selected sundry items. Using a secured website

called ParentPay you can pay online using your credit or debit card. We are asking all parents to only use our e-payment method. Once your child starts school you will be given your username and password to set up their account.

Website

Our web sites can be accessed at www.reginacoelischool.co.uk. This is a fantastic place to keep up to date with



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everything that happens at school. It will be updated regularly with write-ups and photographs so that the children can share their learning with you. You will find lots of

resources and links to useful websites. There are also many other rooms that you can access on the website that will give you information about the schools.

Reading Record Book

In Reception these books are predominately used to record when a child has shared a story with an adult either at school or at home. However, it can also be used as a contact book between home and school to exchange short messages regarding academic or pastoral queries or concerns (or you can use the Tapestry App). It is a very good way to organise a meeting with the teacher if there is something that you wish to discuss.

Curriculum Meetings

At the beginning of every year we welcome all parents and carers to our Early Years Curriculum meeting. These meetings offer you the opportunity to find out about how the children learn in the Early Years Foundation Stage. Attending this meeting is an essential part of your child's transition into the new school or class. It is also a great opportunity to get to know other parents. Regular updates are posted on



Tapestry to keep you informed of activities your child will be taking part in and what they are learning about. You may be asked to complete some small tasks at home with your child to support their learning of the current topic.

Breakfast and After School Clubs

There is a breakfast and after school club available for Reception children from October. This is conditional on the class teacher reporting that the child has settled well in school and will cope with the



extended hours. We have a maximum intake of 40 children and within that the numbers for Reception children are restricted. Please ask at the school office for more details.

TEACHING & LEARNING IN THE EARLY YEARS

Reception Structure

There are two classes and each class has a qualified teacher and experienced teaching assistant.

Home Visits

All children starting Reception will have a home visit prior to starting school. These meetings will take place during the first week of the academic year and will take place at your home. It is a wonderful opportunity to share information about your child in a familiar setting. The meetings last approximately 15 minutes.

Settling in Days

For all our Early Years children we have settling in days after the home visit appointments have been completed. The number of children attending school on these days is restricted to 10 per class. In a quieter environment, it gives the children a chance to explore the classroom and begin to learn the routine of the school day. It also gives the staff an idea of how your child might cope with attending school for a full day. These settling in days will be scheduled in the first 2 weeks of the new academic year.

Parents/carers will be sent a letter to inform you of the day and time of your home visit. Details of the settling in period will be shared at the parent information meeting.



Learning Environment



There are two Reception classes with a shared outside area. The classrooms have doors that lead out to a fenced soft surface learning environment. Each class has access to the play equipment and other resources that they can choose to use independently.

We make good use of the playground adjacent to the shared outside area to support the physical development of children and specifically the use of wheeled bikes and scooters.

In the Early Years settings, each class is well resourced and organised into specific areas of learning; for example, a construction area, role play area and creative area. Wherever possible, resources are stored in a way that allows the children to select and choose resources independently. The Early Years' learning environment is a busy and purposeful place, in which children are encouraged to take responsibility for their own learning.

Children learn best in a secure, stimulating and engaging environment and have access to a mixture of structured and freely chosen play, both inside and outside. The outside area is considered as an extension of the classroom and children in the Early Years will have access to this throughout the day. We will also use the local area as part of our learning environment whenever possible. Parents/carers will be asked to sign a form giving their permission prior to their child starting school.

The Early Years Foundation Stage Curriculum

We follow the Early Years Foundation Stage Framework (EYFS) Statutory Framework 2021 set out by the Department for Education. This sets the standards for learning, development and care for children from birth to five. The curriculum in Reception follows on from the children's experiences at nursery. There are seven areas of learning and development that shape all learning in the Early Years. The first three areas are called Prime areas. These are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn. They have a strong focus in nursery as development in these areas is essential as these are the building blocks for further learning. These areas are Communication and Language, Physical Development, and Personal, Social and Emotional Development.



The four Specific areas are Literacy, Mathematics, Understanding the World and Expressive Arts & Design. These areas build on the skills developed in the Prime areas to provide a holistic learning experience for every child. The ways in which the child engages with other people and their environment – playing and exploring, active learning, and creating and thinking critically – underpin learning and development across all areas and support the child to remain an effective and motivated learner. These are called *the characteristics of effective learning*.

We have high expectations of all children and provide stimulating learning experiences for every child. We facilitate the children's learning and development by planning experiences and activities that are challenging but achievable. Effective learning takes place when children are actively engaged in activities that are meaningful and take into account the children's interests. We strive to build on the children's previous learning. In the Early Years children learn from everything around them including routines such as tidying up. Every adult working within the Early Years Foundation Stage acts as a positive role model for your child.

Reception Classroom Organisation

Classroom routines are established very early on. The children will start the day with a prayer and reflection. This provides a calm start to the day where we say good morning to each other, find out what day of the week it is and talk about our plans for the day. During the day the children will engage in child-initiated activities as well as adult led activities. The adult led activities are linked to the topic that the children are learning. When planning these activities, the adults take into account the children's interests and previous learning. They also have whole class sessions which include Literacy, Maths and RE as well as daily phonics



sessions. These are important teaching times where new mathematical concepts and reading and writing strategies are taught and practised. Every area of the classroom, both inside and outside, is carefully planned.

Early Reading

Reading is a priority in the early years to ensure all children make the best start to their learning journey. At Regina Coeli children receive a wide and rich reading experience where they engage with text in a variety of ways. Reading is a key life skill and children who read regularly or are read to regularly will have all the tools to become independent life long learners. Children begin their reading and writing journey on our chosen phonics programme: Read Write Inc. This approach to teaching literacy creates fluent readers, confident speakers and willing writers. Please see the Read Write Inc. reading at home booklet for more information.



Class reading/shared texts

In Reception, children also have story time three times a day to help foster the love of reading and develop vocabulary and comprehension. The half termly topics are planned around core texts where the children will extend their learning linked to these books.

Religious Education

The children's spiritual development is an essential part of Catholic school life. There is a close relationship with the parishes and on occasion the children help to prepare for Masses in school or church. Each class regularly prepares a Liturgy assembly for the rest of the school. At school the children are encouraged to celebrate the main festivals of the church year. Special assemblies



or Masses are organised for Christmas and Easter and at Harvest time. Children are encouraged during daily prayers to give thanks to God and remember those less fortunate than themselves. The school relies on close co-operation with parents and parish to assist the

children's growth in their faith so that together we may fulfil the promises made for them when they were baptised, therefore family prayers and regular Mass attendance will also support this. The children will be made aware of other faiths and world religious festivals and celebrations in recognition of our multi-faith society.

Progress and Reports

Links between home and school are very important. Parents/carers are kept informed of their child's progress in the following ways:

Reports and target setting

During the autumn and spring terms parent/carers will have an opportunity to meet with the class teacher to discuss their child's progress, achievements and any areas of concern. Targets will be set during these meetings with ideas to help you to support your child at home. In the summer term you will get a written report; this will comment on your child's progress and effort in all areas of the Early Years Foundation Stage Curriculum.



Early Years Foundation Stage Profile (EYFSP)

In the final term of Reception, we are required to inform parents about their child's development against the Early Learning Goals (ELG) in the seven areas of learning and development. We will also report on the characteristics of effective learning that their child has demonstrated



We will make a judgement as to whether a child is meeting the level of development expected at the end of the Reception Year (ELG achieved) or not yet reaching this level (ELG not achieved).

We hope you find this information useful. If you have any further questions please contact the school office.





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