



# Starting Reception 2024

Shavington Primary School  
The Learning Partnership



Shavington  
Primary School



THE LEARNING PARTNERSHIP

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**Working in Partnership to  
improve the life chances for all**



## School Day

The School Day begins at **8:50**. The gates open from **8:40** when staff will be outside to greet the children as they come in and to take any quick messages from parents. Children enter school via the gate in the wooden fence at the Southbank entrance.

The children say goodbye to parents outside and then come into school, put their book bags into their tray, hang their coats on their pegs and put their lunch boxes underneath. They then sit on the carpet and do their early work.

The school day finishes at **3:25**. The main school gates are opened from **3:15**. You will enter through the gate where you dropped your child off and collect them from the classroom door.

Staff are always happy to talk to parents and listen to concerns, after school is best for this as the morning tends to be busier and we are keen to get the children settled and learning as quickly as possible.

**A very warm welcome to all children and families: whether you are joining us for the first time or if you have already been part of our nursery class. This guide is designed to give you all the information you need and to hopefully answer any questions you might have in the first few weeks of the new term.**

School starts on Tuesday 3<sup>rd</sup> September. Start dates will be staggered and some children will start on this date, some on the Wednesday, Thursday etc. All children will be in by Tuesday 10<sup>th</sup> September. The children will do full days from the start.

## Important

Staff can only allow children to go home with people named on their contact information form. If someone different, Grandma, Uncle, a friend etc is going to collect them, please phone and let us know. Thanks.

## Before and After School Club

We have a Breakfast club that runs before school from 7:30. Staff escort children from the club to their classrooms before the school day starts.

We have an After School Club that runs until 6:00pm. Children are taken from their classroom to the club.

For more information about sessions, prices and how to book your child in, either phone the school office or have a look at the B&ASC webpage on our school website

## Uniform

We want the children to look smart, take pride in belonging to Shavington primary school and be ready to take part in all practical activities. Our uniform consists of:

Grey or black smart trousers or shorts  
Grey or black skirt or pinafore dress

Red and white checked summer dress  
White polo shirt  
Red sweatshirt (with our without logo)  
Red cardigan (with or without logo)  
Smart black shoes

Our P.E. kit consists of:  
Black shorts  
Black pumps or trainers  
A House coloured T-Shirt.

Black tracksuit bottoms may be worn during the colder months as we do P.E. lessons inside and out through out the year.

We ask that the children wear a red, yellow, blue or green t-shirt depending upon which house team they are in.

Jumpers, cardigans, polo shirt, hats, fleeces etc with the school logo on can be bought from the following company:  
<https://www.schoolsinuniform.co.uk/>

Please label all items of clothing sent into school. Children do misplace their jumpers and cardigans etc, if they are labelled then they can very quickly be found and returned.

Name labels that can be ironed on can be ordered from: <https://www.stikins.co.uk/>

Any clothing found in school is kept in lost property. Please ask a member of staff where lost property is and feel free to look for any lost items.



### Dressing for all Weather

Children will spend part of each day outside, during their breaks and during their learning time. We ask that you send named wellies/rain boots in during very wet weather and a sunhat during the warmer days.

During the summer months the children may need sun cream applying before they arrive at school. They may bring sun cream with them, if necessary, as long as it is named. Staff can't apply sun cream, but can remind them to do so and supervise. However, we highly recommend that 8 hour+ cream is used in the morning so that it will last the duration of the school day.



### Medication

We are only able to administer prescription medicines if a doctor or a pharmacist has prescribed them and parents have completed a medicine form. Forms are available from the school office, please hand medicines and completed form to office staff. Please don't put medicine, inhalers, cough sweets etc in children's bags.

### Illness

If your child is unwell, please telephone the school office and keep your child at home. Out of office hours, you can leave a message on our answer phone explaining why your child is absent.

If your child has experienced sickness of diarrhea, they shouldn't return to school before they are 48 hours symptom free. We are mindful that we do not want to put other children or staff at risk of becoming unwell.

A useful guide to consult that outlines how long children should be kept away from school can be found:

<https://www.gov.uk/government/publications/infectious-diseases-schools-and-other-childcare->



### School Events

We invite parents into school each term to attend Stay and Play Sessions. We publish the dates in advance and invite parents, grandparents, younger siblings, child minders etc to come into the classroom to play and work alongside their child.

We invite parents to watch our Nativity play before Christmas and join us for other celebrations throughout the year.

We also invite mums (or aunts, grandmas or other female relative) into school to take part in Mother's Day Celebrations and Dads (or Granddads, Uncles etc) to celebrate Father's day.

### Parent Workshops

Each year we hold a number of parent workshops designed to help parents feel confident in supporting their children's learning.

Previously we hosted a phonics evening, writing workshop and maths calculations workshop showing parents how their children are taught in school.

We encourage parents and grandparents to attend these if they can. If we are not able to offer them in person, we will hold them online.

### Website

We keep our school website updated with information about school, what they are learning and upcoming events. If you follow the *Classes* tab you will find information specifically about our Reception class. <http://www.shavingtonprimary.co.uk/>



### Drinks and Snacks

When they start school, each child is given a named water bottle. This bottle will be filled with fresh, filtered water and be available in the classroom for the children to access throughout the day. We will send the bottle home each day to be washed and returned the following morning. The bottle will need to be hand washed - they melt in the dishwasher! Replacement water bottles can be bought through Arbor. Alternatively, we are happy for you to provide your child with their own water bottle.

At morning playtime, the children will be offered a piece of fruit or a vegetable from our fruit bowl, which they can take outside to eat. Alternatively, children may bring in a snack from home to eat at morning break which must be fruit or vegetables only. Please don't send biscuits, cereal bars etc for snack. Milk will be offered to the children at lunch times.

### Lunchtime

Lunchtime is 11:45 - 12:45. Reception children eat their lunch in the dining hall and are supervised by our midday assistants. Our lunchtime starts 30s minutes before the rest of the school so that our youngest children can collect and eat their food in a calm, quiet environment.

The children may order a free hot school lunch or bring a packed lunch from home. The menus are published on our website and parents are asked to talk to their child about what they might like to eat in advance. Each morning,

at register time the children will be asked if they are having a hot school lunch or a packed lunch that day and what meal they would like.

If they are having a school lunch, there are usually 4 choices:

- Hot main option
- Hot vegetarian option
- Jacket potatoes with various fillings
- Sandwiches

Packed lunches: we ask that they do not contain nut products, fizzy drinks, sweets or bars of chocolate. For advice or inspiration about balanced packed lunches have a look at: <https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

When we have a very rainy lunchtime, children can play and relax in their classroom, supervised by a midday assistant.

**Please don't send nuts or products containing nuts in. We have a strict no nuts policy for the safety of pupils and staff.**

### Arbor

Once your child is registered, you will receive an invitation to create an Arbor account. Arbor is our information management system and is where you will be able to pay for meals, trips and book parent consultation appointments etc. Keep an eye out for your login invitation in your e-mails!



### **Term Dates**

Term dates for the current and next academic year, are published on our website.

The dates of our INSET days, when school is closed to pupils are also shared there.

### **Holidays**

Children should not be taken on holidays during term time; we expect them to be in school and learning. Only in exceptional circumstances will permission be granted. Please see the Attendance policy, on our website, for more information.

### **Pupil Premium**

School is able to access additional funding to support the learning of pupils whose families are in receipt of certain benefits. We can use this funding to provide additional teaching support, to help fund residential and to contribute towards class trips.

If you think your child may be eligible for Pupil Premium/ Free School Meals or to find out how to apply, please phone 0300 123 5012 or visit website: [https://www.cheshireeast.gov.uk/schools/school-meals/free\\_school\\_meals.aspx](https://www.cheshireeast.gov.uk/schools/school-meals/free_school_meals.aspx)

Alternatively, contact the school office.

### **Tapestry**

In the early years at Shavington, we share your child's learning using a software package called Tapestry. We make observations of your child at play, interacting with their friends, as they work etc.

We like to share these observations with parents by setting up accounts where they can see their child's work. We ask that parents keep their log in details private and upload their own photographs and observations about what they have been learning at home.

Tapestry is used in Nursery and Reception only, it is not used when the children move into year 1. During the summer after their Reception year the children's accounts are closed and then deleted.

### **Social Media and Safeguarding**

We have policies that outline our expectations surrounding use of social media and safeguarding. However, we ask for a common-sense approach where by all members of our school community treat each other with respect and courtesy.

We ask that photographs and videos taken at school plays, assemblies etc be kept for personal viewing and not put on social media. Likewise, we ask that no unkind or hurtful comments about pupils, staff or other parents are put on social media.

### **Homework**

We believe that learning takes place everywhere, all the time. Learning that is done at home is just as important as learning done in school.

We ask that parents hear children read at least 4x a week and record what they have read in their diary. Each child has a red Reading Diary and we ask that you either write a brief note in there when you hear them read, or just initial it so we know your child has been heard.

We find that those children who are heard read at least 4 x a week make the most progress and are the best prepared for year 1. Building regular reading in your daily routines is the best way to ensure it happens and that your child becomes a strong confident reader.

We may occasionally, send home sounds mats, helpful words, or number flash cards along with suggestions of games to play with these resources. Each half term we will also send out some optional home learning relating to our next topic.

If we identify an individual need for your child, such as needing help with their speech and language or needing extra support to develop fine motor skills, we may ask you to do some additional practice at home.

We offer a phonics/reading workshop to parents in the Autumn term where you can learn how your children are taught early reading skills in school and how you can best support your child.



## Managing Behaviour

Our school mission statement is: to provide a nurturing culture which celebrates and develops individuality, providing opportunities for all to achieve their full potential as lifelong learners.

With this in mind, we encourage positive behaviours, that allow your child and the rest of the class to learn and discourage unwanted behavior.

Our 3 school rules are:

- Be Safe
- Be Kind
- Be Ready

We use age-appropriate strategies to reward positive behaviour and work.

Rewards may include.

- ✓ praise within the class,
- ✓ informal talks to parents
- ✓ positive notes sent home (postcards / e mails / phone calls)
- ✓ public commendations (e.g., in assemblies)
- ✓ prominent displays of children's work
- ✓ taking work to show another member of staff.
- ✓ taking work to the principal or vice principal to share and celebrate
- ✓ various stickers

If a child shows an unwanted or harmful behaviour we talk to them about what they have done and how it might impact someone else. We use an emotion coaching approach to help them understand their own feelings and responses.

If a child has hurt or upset someone, we may work with them to think of ways they can 'put right' what they did. For example, if they knocked down a friend's tower, can we help them to rebuild it?

We manage behaviour in a way that helps children to learn boundaries and self-regulation so that they develop healthy ways of creating relationships with staff and friends.

Occasionally, we may feel that talking alone is not helping a child to learn what a more appropriate response to a situation is. A consequence to their behaviour might better help them to understand. For example:

- A child who is repeatedly throwing sand at others might be directed away from the sand tray for a while and encouraged to play somewhere else.
- Writing / drawing an apology card letter to the person affected by their actions.
- Having some reflection time by the 'tell me tree'.

## House Teams

All children in the school are put into one of four teams. Children from the same family will be in the same team.

- Golden Hind- Yellow
- Mary Rose- Red
- Mayflower-Green
- HMS Victory-Blue

Children collect team points for their team; these will be given for good behaviour and work. At the end of the week the points are collected and at Friday Special Mention Assembly the team points are read out.

At the end of each half term the team with the most points win and are rewarded with a non-uniform day. This is usually the last Friday of each half term.

Children compete for their house teams at our annual Sports Day.

## Building Learning Power

We use the Building Learning Power (BLP) approach to develop a culture where children and staff can become better learners. We use 4 animals to teach, promote and praise specific behaviours that encourage growth and learning:

The Rhino- Resilience. Not giving up, persevere even when things get tough.

The Beaver – Resourcefulness. Being able to use resources and strategies to help you with your learning.

The Ant- Relationships. Being able to learn with and from each other.

The Tortoise – Reflectiveness. Thinking about what has helped you to learn and how you could do even better.

For more information: please see the BLP tabs on our website.