



**ST JAMES**  
C.E. PRIMARY SCHOOL

DREAM • BELIEVE • LEARN • ACHIEVE

## Reception Handbook

### 2021 - 2022

At St James' we believe our children should experience a wide balance of activities. We want the children to develop into independent learners and they will be given opportunities to choose to take their learning indoors or outdoors. Our children will have a combination of adult-led and self-chosen activities which follow their interests, respond to their ideas and we then carefully plan their next steps to move their learning on.



### About us

We provide a provision for 45 full time children split into two classes with two teachers. We admit children into Reception in September.

## Reception Staff



Miss Sheehan

Reception Teacher

Class 1



Mrs Pilling

Reception Teacher

Class 2



Mrs Vickers

Teaching Assistant

## Other staff you may meet



Mrs Belfield

Principal

Mr C. Booth

Vice Principal



Mrs Nuttall

EYFS Leader

Assistant Principal



Mrs Parkinson

KS1 Leader

Assistant Principal



Mrs Mckinnon

Learning Mentor



Mrs Williamson

Office staff



Mrs Goodwin

Office staff

## Session times

Morning Sessions are from 8.45 a.m. to 11.30 a.m.

Afternoon Sessions are from 12.30 p.m. to 3.15 p.m.

## Attendance

Regular daily attendance is vital to help boost your child's self-confidence and independence, and help them to achieve good educational progress. If your child is unable to attend, for whatever reason, please telephone 01204 572587 to let us know straight away.

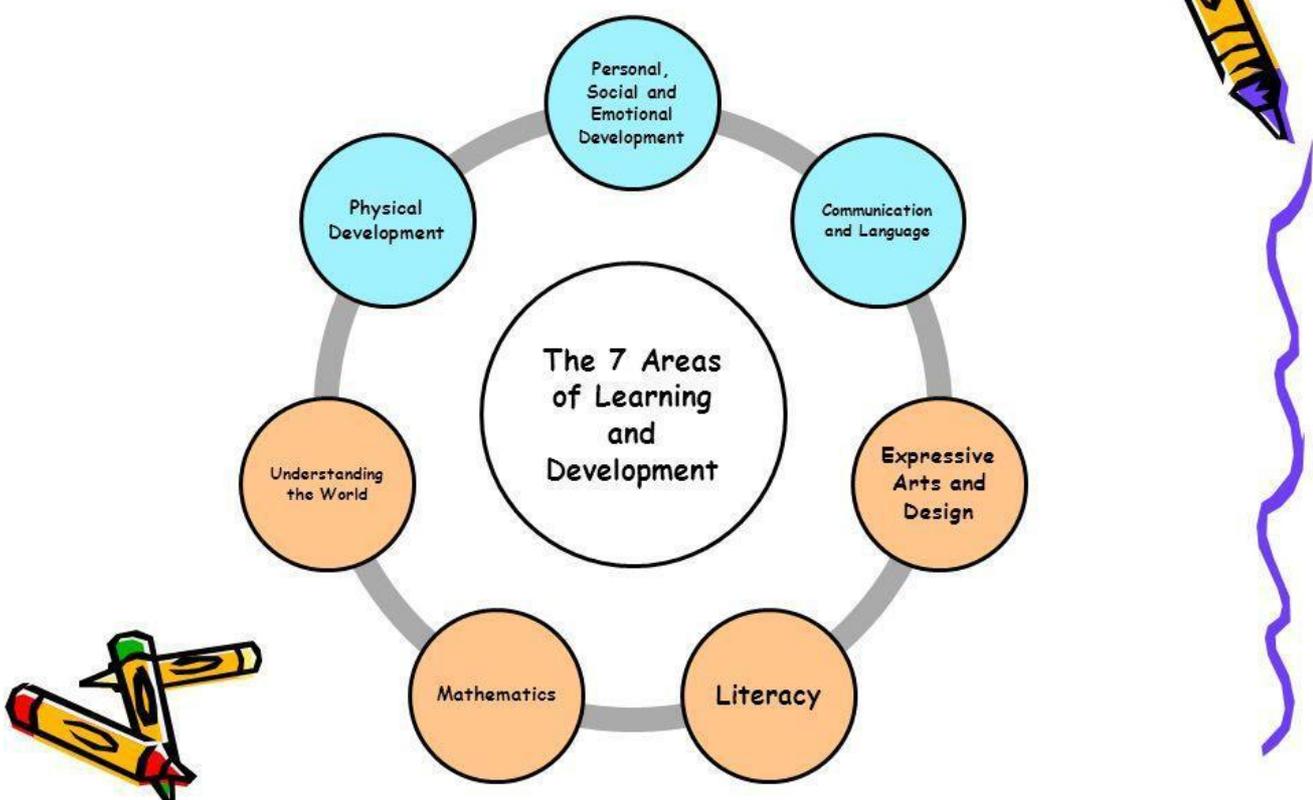
## Starting Date

The children will start school on Wednesday 8<sup>th</sup> September. For this week the children will either attend for a morning session (8.45 to 11.30) or an afternoon session (12.30 to 3.15). You will receive a certificate to let you know if your child will be attending in the morning or afternoon for these 3 days. The following week they will then all be in together from 8.45 until 1.00 on Monday and Tuesday and then full time 8.45 to 3.15 Wednesday, Thursday and Friday.

### What will your Child be doing in the Reception Class?

What and how the children learn in The Reception Class is based on a range of learning experiences designed for our youngest children. It is called THE EARLY YEARS FOUNDATION STAGE CURRICULUM (EYFS). This goes from birth and continues up to the end of the Reception class.

## 'WHAT' learning is taking place?



THE EARLY YEARS FOUNDATION STAGE CURRICULUM is organised into seven areas of learning:-

The Prime areas of learning are:

**PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT**

- Interacting with others and forming positive attachments.
- Dealing with own and others emotions.
- Developing confidence and setting our own goals.
- Reflecting on behaviour and consequences.
- Manage own hygiene and personal needs.



**COMMUNICATION AND LANGUAGE**

- Talking with peers and to familiar adults.
- To follow instructions and understanding questions.
- Listen and respond to relevant questions.
- Use talk for imaginary situations.
- To use vocabulary from stories.

**PHYSICAL DEVELOPMENT**

- Use large scale movements such as climbing, running and jumping.
- Demonstrate strength, balance and coordination.
- Manipulate objects eg cutting, drawing, threading
- Pencil control.



The Specific areas of learning are:

### LITERACY

- Children read and understand simple sentences
- They use phonic knowledge to read words
- To write words using the sounds they know
- To understand what they have read and talk about it.



### MATHEMATICAL DEVELOPMENT

- A deep understanding of numbers to 10
- Recognise quantities to 5 without counting.
- Number bonds to 5 then 10.
- Verbally count to and beyond 20.
- Understand more, less and the same.
- Understand odd, even, doubles and sharing – numbers to 10

### UNDERSTANDING THE WORLD

- Exploring the world around them.
- Awareness of own and other cultures and celebrations.
- Talk about the life of those around them their roles in society.
- Understand past and present.



### EXPRESSIVE ARTS AND DESIGN

- Enjoy messy activities, exploring what happens.
- Share creations and explain the process they have used.
- Develop their ideas.
- Explore a range of media.
- Role play mad make belief.
- Music and dance.

## How the Reception class space is organised

At St. James the indoor and outdoor spaces are organised to allow children to move around, to work on the floor and on table tops individually and in small or larger groups. For much of the time both classes have equal access to both classrooms and outdoors. The outdoors is another classroom and the children spend time a lot of their days learning outside

Small World Play



Construction



Creative



Mark Making



Malleable



Role Play



Maths



Book Area



ICT



Den Making



Investigation



Climbing



Texture Kitchen



Water Play



Digging



For most of the sessions, children have continuous access to the indoor and outdoor classroom but children are guided to specific tasks as well and provided with short bursts of intensive focused teaching. Equipment is organised and labelled so that children know where to find what they need and can be independent. All areas of the curriculum are covered by different experiences and activities that reflect the children's interests and build on their knowledge and skills. Many activities are based around units which may last for several weeks. Some work is seasonal such as winter or spring or festivals and celebrations that are occurring in the world around us but will still be based upon what the children need at the time and will be planned through discussions with them.

### The Role of the Adult

The role of the adult is vital in supporting children's learning through planned play and extending and developing children's spontaneous play. They enable children to explore, develop and use their curiosity and imagination to help them make sense of the world. They allow them to practise skills, build up ideas and concepts, think creatively and communicate with others as they investigate and solve problems.



### Monitoring and Assessment

All children are assessed continuously, in an informal way, whilst they are in the Reception Class. Staff observe and monitor their skills as they work in the different areas. This enables us to plan our activities to suit each child's needs and to further develop their knowledge, skills and understanding in all the important areas of learning. Observations and assessments are regularly planned to inform our preparations for the 'next step'. We ensure that all children have quality interactions to help the children achieve their 'next steps' in learning. Observations made will then be posted onto the child's own Tapestry journal account where parent's will be able to view and comment on them.



### Parental Involvement

In the autumn and spring terms there are Parent evenings but parents are always welcome to speak to anyone in the Reception Class team; if you have any worries or concerns please make an appointment to speak to any member of the team. It is vital that parents and staff work together, as this has such a positive impact on your child's learning and development. Parents are also invited into their Reception class one morning a week on their key group day. More information about this will be given in the autumn term.



### Reading at Home

Reading books will be given to your child when they are ready for one. Children are also welcome to choose a book from our class library and to take this home to share with you. We will be encouraging your child to share a book with you at least 3 times a week; it is vital that you get into this good habit straight away!

We have a reading reward scheme in our classroom to promote reading at home and your child will receive a reading passport. This will be explained more at our Reading workshop in the autumn term. You can either purchase a reading folder or you will be provided with a reading bag (see picture above) Book bags/folders are expected to be in school every day.

### Homework Activities

In addition to reading, your child will be given some 'homework', on a regular basis. This will consist of phonic activities, researching a particular topic, making and creating, cutting and sticking. The children will have a homework book that they will complete their homework in and this needs to be returned on a regular basis.

### Snack

Snack consists of fruit and milk and there is no charge for this. We use snack time to reflect about the session and to talk and write about what we have been doing.



### Lunch times

Children can choose to have either a school dinner or a packed lunch. School meals will be free to all Reception children. Please look at the menu in your pack and ensure your child is familiar with the types of food they will have at school. Please encourage your child to independently use a knife and fork -it will really help them when they start.

### Medication

If your child needs prescribed medication during the school day the office staff are trained to deliver this but only if you complete the relevant paperwork available at the school office. Medication cannot be accepted by the class teacher on the school door.

### Birthdays

We love to celebrate birthdays and the birthday person will be sung to and made to feel special. If it is your child's birthday they can come to school in non-uniform, but please be mindful that they will still be accessing indoors and outdoors so they need to be dressed warmly with sensible clothes and shoes. Your child is allowed to bring a small bag of sweets/chocolates for friends or a birthday cake but we ask that you don't send in any chocolates with nuts as some children have allergies or lollies for health and safety reasons.



## Communication

If you need to speak one of the Reception staff you can do so between 8.45-8.55am or at the end of the day when all children have been dismissed. If you require more time to discuss an issue please ring or visit the school office to arrange an appointment with the teacher/s.

Please ensure the front office has your most current address and phone number. If you change your mobile no. let us know immediately so that we are able to contact you in the case of emergency.

Newsletters will be posted weekly on the schools Facebook page to keep you up to date with school news. If you would prefer a paper copy then please ask at the school office.

Please add the page [www.facebook.com/stjamesfarnworth/](http://www.facebook.com/stjamesfarnworth/) and follow us on the schools twitter page and school website

<http://www.st-james-farnworth.bolton.sch.uk/>. Texts to Parents are also used which is why it is also extremely important to keep us updated with new phone numbers. You will be informed of when there are parents evenings for you to attend to discuss your child's progress.



## Safety

- We will only allow you or a named person on our list to take your child. If a friend or relative is coming to collect your child instead of you, please phone the school office beforehand.
- Your child can not go home with an older brother or sister; there must be a responsible adult (someone over the age of 16 years).
- Please let staff know if you are going to be late collecting your child. It is quite distressing for young children to still be waiting when the other children have gone.
- Please keep us updated on any changes to emergency contact numbers, and addresses.

## How you can help your child at home

- Make time to talk through what your child has done that day.
- Share books (including the ones we send home from school), songs and games with your child and talk about them together.
- Encourage your child to use pens, pencils, chalk, paints and simple tools such as scissors.
- Talk to your child, introducing new words whenever you can. Children learning English as an additional language need first to develop confidence in their home language.
- Help your child to recognise shapes, colours, numbers and words in familiar places such as food packets, street signs and advertisements.
- Write your child's name and help him or her to recognise it. (Only use a capital letter for the first letter of each name- use lower case for the rest of the letters.)
- Introduce the language of counting during activities such as cooking and shopping.
- Provide opportunities for running, climbing, kicking a ball and chasing - a visit to the park is free!
- Ensure your child has enough sleep - in bed by 7.30 p.m. at the latest

## School Uniform

Children attending school must wear the school uniform. It looks smart and encourages the children to feel part of a team. The uniform consists of:



White polo shirt, grey trousers/skirt, pinafore dress, black school shoes and navy jumper or cardigan with or without the school logo.

In the summer girls can wear a blue and white gingham dress and boys can wear grey tailored shorts.



For P.E. children need a white t-shirt with or without the school logo, blue sports shorts and black pumps.

Jewellery, including earrings is not allowed for safety reasons.

Skirts and trousers with elasticated waists are more suitable and shoes with Velcro, to enable children to dress and undress by themselves more easily.

**PLEASE PUT YOUR CHILD'S NAME IN ALL CLOTHING.** Sew-in name tapes are best. Pen is OK but often washes out and needs re-applying

### **Clothing for Outdoor Play**

As we give equal value to the play experiences planned for outdoors as those indoors, the children have continuous access to both areas - whatever the weather - throughout the year. They need suitable outdoor clothes to allow them to do this: A coat they can put on themselves fairly easily, or at least have a go. Hat, mittens in cold weather, sun hat when hot, and a pair of wellies (to stay at school with their name in)

PLEASE NOTE: Some of the outdoor work can be quite messy, so coats or jackets need to be practical.

We do have waterproof coats and trousers for the children to wear over their own coats, if necessary.



**We hope your child has a wonderful time in our Reception class and we are looking forward to embarking on their next chapter in their learning but please don't hesitate to contact us if you have any concerns or worries.**