

Green Lane Primary School

Headteacher - Jane Townend



WELCOME TO RECEPTION Reception Prospectus

Green Lane Primary School
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Welcome to Green Lane Primary School

Dear Parents and Carers

As your child takes their big step of starting school, we know that we are lucky to share that with you. Your child's time with us will be enjoyable and successful. At Green Lane we are committed to providing the highest standard of education and achievement for each pupil. We understand the importance of developing every child as an individual. We provide a positive, safe and caring environment where every pupil's achievements are recognised and rewarded.

Thank you for taking the time to read this booklet, it contains most of the information you will need to know about the school, but we are always here for you to ask.

We look forward to meeting you and welcoming you into school in the coming weeks.

Jane Townend
Headteacher

Aims

We want your child to be happy and safe at Green Primary School. We want them to learn to work with other children and adults by giving them stimulating learning activities. We aim to provide children with the best education we can, and help them develop a respect for different cultures and beliefs. We need you to work with us to share the responsibility of helping your children to learn, grow and develop.

In each Reception class there will be a qualified Teacher and an Early Years Practitioner.

Keyworkers – Throughout Reception every child is allocated a Keyworker. These will be introduced to the children straight away to build relationships and help them to settle in. A Keyworker could be a Teacher or an Early Years Practitioner. The Keyworker will then be responsible for keeping records and observations of your child throughout the year. We will let parents know who their child's Keyworker is, so parents know who to speak to should they need anything.

The children are grouped into 3 separate classes for registration and class-based work, however the children will have many opportunities to play and work with other children in their year group through our outdoor provision, group activities and at lunchtimes.

Curriculum and Activities

In addition to focused tasks led by the adults, the Reception classrooms offer a wide range of play-based provision for children to access throughout the day. We encourage the children to become independent and make choices about their own learning. Indoor activities include:

- Mark making
- Maths games, puzzles and jigsaws
- Water play
- Sand play
- Painting and colour mixing
- Role play
- Books and CDs
- Construction sets
- Playdough/clay
- Designing and making
- Musical instruments

In addition to our indoor provision, we have developed a new area to provide outdoor provision for children in Reception. Outdoor provision allows the children to develop their skills on a larger scale, with provision to include:

- Bikes and scooters
- Den building
- Mark making
- Transporting
- Physical games to develop number skills
- Sand play
- Water play
- Painting
- Large scale construction
- Modelling
- Dance/creative movement

All activities are planned using the guidance of the Early Years Foundation Stage documentation. This can be found at www.education.gov.uk/eyfs

Children in the Reception Year are continually assessed using the Foundation Stage Profile. All staff take part in assessing children through observational and formative assessment. Your child will be allocated a Key Worker in September. The Key Worker is responsible for collecting your child's observations and keeping a record of his/her progress.

School Times

School starts at 8.40am - Pupils should arrive in the playground with parents at about 8.35am. Doors open at 8.40am, an Early Years Practitioner will be on duty to welcome parents into the cloakroom. Parents are very welcome to accompany their child into the classroom for the first few weeks of school. During these first few weeks parents are welcome to stay until 9.00am.

Lessons finish at 3.15pm. Please collect your child from the classroom.

Lunchtime is 12.00-12.45

Behaviour

We want to provide a place for young children where they can feel safe and confident and care for each other. Our emphasis is on praising 'good' behaviour choices. Our aim is to create an atmosphere where effective learning can take place, all pupils have the right to learn and teachers have the right to teach.

Our school rule is simple and easy to follow:

"Make a safe choice"

We praise children for keeping the school rule. Sometimes we need to talk to children about behaviour choices and you will be informed of this by letter or phone. We may ask you to come into school to support us in helping your child to make good behaviour choices.

For behaviour such as racist behaviour or aggression towards other children or staff, the school follows the LA guidelines.

How you can help

- Sometimes a child's behaviour and mood can change if something is happening at home e.g. if there is a new baby in the house. Please tell us of anything that may affect your child so that we will understand why their behaviour has changed.
- Tell us about good things that they do at home, so that we can share in praising them for good behaviour or achievements.
- When children start school they sometimes take things home in their pockets. If your child does this, please bring the things back again. We will not be cross, but we will need to talk to your child about it.
- Spend time to look at your child's work, certificates or Star cards (for good behaviour or work) which he or she might bring home. Give them praise and discuss the work or award.
- Children will be helping to tidy away every day. It helps if you also encourage them to tidy away at home.
- Encourage children to dress themselves and to put their coats on, fasten their buttons etc.
- Keep in contact with your child's teacher/Key Worker – regular contact can ensure that your child is happy and feels secure.
- Parents are welcomed into the classroom at the start of each day for the first few days. Take this time to talk with your child about something they enjoy at school, or share a book together before you leave.
- Tell us things your child has done at home – we like to note little details down in your child's book as you can help us to build a wider picture of your child for assessment throughout the year.

- Spend time together looking at the work your child brings home – in doing so, you can help to give them so much more confidence in school.

Admissions and Attendance

Pupils are admitted to Reception in September; parents who wish their child to enter in the term after the child's 5th birthday are free to do so, although we recommend starting in September. We have 90 places in Reception. If there are more than 90 pupils requesting a place, the LA guidelines are applied. Places are allocated according to the following criteria:

- Children who have a brother or sister on roll on the date of admission.
- Children living in the catchment area, defined by the LA.
- Children without brothers or sisters, and/or do not live in the catchment area.

Term Time Leave

We are here to work with you to help your child achieve their full potential and good attendance is vital. We therefore encourage you to take any holidays or leave in school holiday time, as children who miss school will not be able to reach the standards expected. The school follows the LA policy for Term Time Leave. We would always advise that children do not miss any time out of school. Any time out of school should be discussed with the Head teacher, no leave in term time will be authorised. Children taking time out of school could lose their school place. This has happened to several families over the past year. Whilst I understand this is upsetting for parents, we follow Bradford Council's guidelines on leave, this includes the issuing of Fixed Term Penalty Notices (currently £60 per child per parent)

There is a high demand for places in the area and the LA decides on school places available.

If you want to take your child away during school time, please see the Headteacher as soon as possible; it is a good idea to do this before you book your tickets. Parents/Carers must fill in a form.

Absences

We expect children to come to school on time every day, as they can only reach the expected standards by coming to school regularly. Children will only be given permission to miss school if they are ill, children can attend school with minor ailments. If your child has had an injury at home and has had hospital treatment please contact us and we will be able to advise you if your child is able to attend school.

For medical appointments, please try to make these appointments outside school time. If you must take your child out early, you need to get permission from the Head teacher or an Assistant Head teacher. If your child is unable to come to school for any reason, you must contact the school or call in to tell us why. If you do not let us know, a member of the office staff will contact you and you may be

Uniform

Your child will need a school bag (not rucksack) for books and other homework and a PE bag for their PE kit. If you want to buy jumpers/cardigans with the school logo on or school ties, please visit The Uniform Shop, Darley Street, Bradford.

Book Bags, PE Bags and Water Bottles are on sale from school

All clothing MUST be labelled with the child's name so that if it gets lost we can return it more easily.

Outside coat
Dark green jumper or cardigan
Green and gold striped tie
White polo shirt
Black trousers or skirt and shalwar/School Dress
Black or white plain scarf, tied not pinned please.
Black shoes
Black or white socks or tights
Wellies
Waterproof coat

PE Kit

Plain black tracksuit/jogging bottoms or black shorts
Plain white T-shirt
Trainers or pumps

Outdoor Learning - Children in Reception have the opportunity to work outside throughout the day. We aim to provide this in all weathers which means that your child's outdoor clothing **must** be suitable. Please ensure that your child has a waterproof coat/wellington boots and for summer time a sun hat and sun cream.

Visits

The school has its own mini-bus and children are taken out regularly on educational visits. You will be asked for a voluntary contribution towards the visit, and will need to sign a permission slip. Please inform us if your child suffers from travel sickness.

Sharing learning with your child

Your child will bring books home. Children who look at books with their parents will soon learn to read. At first they need to look at the pictures and talk about them either in English or in their home language. It will help your children if they take new books home regularly. Your child will have homework to learn the Reception Key words, letter names and letter sounds.

Please practice the words, sounds and actions to accompany each letter with your child – the sooner they know them, the sooner they can begin to read and write their first words.

A Parents' meeting will take place during the first couple of weeks of the autumn term to offer support on helping your child to read and write. It is very important that parents attend this meeting, so that you are fully aware of how your child will be taught to read and write. We will write to you nearer the time and look forward to your attendance.

Settling In

You will be invited to school with your child. We hold at least one session where you and your child can meet his or her teacher and you can discuss your child with the staff. We ask that you bring your child to school on time at 8.40am and collect them promptly at home time at 3.15pm. This helps your child to understand the routines of the school day. If in the first few days your child is upset at being left at school, please be assured we will do everything to calm your child. You are welcome to wait outside the classroom for a short time or ring school at any time during the day to ask if your child has settled.

Special Educational Needs

At Green Lane Primary School we provide appropriate learning opportunities for all children. We have a policy for children with special needs, which follows the current Code of Practice. If your child needs special help we will invite you into school to discuss this. We would work out a programme suitable for your child's needs. This would be reviewed and discussed with you regularly, so that your child can make the most of their time with us.

Equal Opportunities

At Green Lane Primary School we want to make sure that all children are treated equally and have the same chance to learn and develop in a happy and caring environment.

We operate an open and inclusive policy in order to:

- ensure that all pupils regardless of race, gender, culture, ability, disability, or social/economic circumstances are given the opportunity to develop to their full potential
- ensure that all practices and routines are fair and free from discrimination, treating all members of the school community with respect and dignity

If you have any concerns regarding your child's learning needs/health needs please see the class teacher as soon as possible.

Access to information

The Reception staff are happy to talk to parents about their child's progress at a time arranged with parents. As a parent, you have access to your child's records. Please ask for an appointment with the Headteacher. There are also three Consultation Evenings, when the teachers will provide you with information about your child's progress and any areas for improvement. Half-termly newsletters inform parents about the curriculum. Your child's Key Worker will regularly update your child's 'Learning Journey' book which will record key events in your child's progress in Reception. These books are available on request at any time for you to look at.

You also have access to the following documents on our school website.

- The School's Curriculum Policy
- The School's Schemes of Work
- LA Agreed Syllabus for Religious Education
- Last Ofsted Report.

Health and Safety

- We encourage our children to attend school everyday. If your child is not well enough for school you must contact the school office. Your child may be taking medicine prescribed by the doctor, this can be given in school with parents' permission.
- If your child has had an injury at home and/or has had hospital treatment e.g. operation, stitches, bandages etc., please contact us.
- We have trained First Aid staff who look after children who have hurt themselves or become ill in school. Parents are contacted if necessary.
- If you have any worries or concerns please discuss them with your child's class teacher.

Child Protection

The school follows the latest national and local guidance. We have members of staff who are 'Designated Safeguarding Leads for Child Protection'; Mrs Townend, Mrs Allinson and all the assistant heads. All other staff receive training in school. Any concerns about the safety and welfare of pupils at home, school or in any other way can be passed to any member of staff.

Safeguarding Children

In order to ensure your child's safety when being collected from school, it is a statutory requirement of the Early Years Foundation Stage that we are notified of named people who can collect your child. Your child must be collected by someone who is over the age of 16.

You will be asked to fill in a form, stating the name and relationship to the child of each person who may be collecting your child over the course of the year. If for any reason none of these people can come and you need to send a different person, you MUST notify the school prior to collection. The forms will be kept near the collection points in each classroom. Please ensure that you notify the class teacher of any changes should they arise.

CCTV is used throughout our school. This is to monitor the Health and Safety and the safeguarding of our pupils and staff.

School Website/VLE - We celebrate good work in school and sometimes photographs and videos are taken during the school day and at school events. Our policy states that photographs will be small, with children in groups. Close-ups of children will not be used without parental permission and children on the website will not be named.

School Information Systems - Information is kept on all our pupils and photographs are used for our school meal system and other administrative systems in our school. The pictures are used for internal purposes only and only seen by staff connected with the school. Parents' permission for the above will be asked for on your child's admission form.

General Data Protection Regulations – As of 25th May 2018 the school will operate under new Data Protection Regulations. The Privacy Notice has been updated to reflect this change and the new version is available to download from the school website. If you do not have access to this and would like a hard copy, please contact the school office.

Complaints Procedure

If you are not happy with any aspect of your child's time at school please talk to any of your child's teachers as soon as possible so that it may be discussed and rectified. If you are still not happy, then you are welcome see the Headteacher or a Senior Teacher to discuss your concerns. You may also put complaints in writing to the Chair of the Local Governing Board.