



ST PIRAN'S
SCHOOL

RECEPTION BOOKLET

2011 - 2012

Dear Parents

Welcome to St Piran's Reception Classes. This booklet is designed to help you navigate through your child's first days. We recognise that the start in 'Lower School' can be very confusing for all those involved, there is a lot to remember and we hope that the information provided here will assist.



Your child's first day is very important and can be quite emotional for them and you. Experience shows us that no matter how tearful and clinging your child might be, it is always best to be as 'business like' as possible when leaving them. The children settle down very quickly once you have said goodbye. Their natural curiosity leads them to want to investigate their surroundings and get to know the other children. It is important that you do not pop back to see if your child has settled; we will always let you know if there are any real problems.

Mrs Lynne Rothwell
Head of Pre-Prep

WHO ARE YOUR CHILD'S TEACHERS?

At the beginning of the academic year you will be provided with a 'photo gallery' of the adults your child will regularly meet during their week. This is also displayed outside your child's classroom.

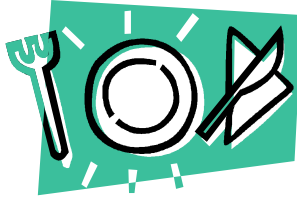
THE SCHOOL DAY

There are many school routines your child will need to remember.

These are the main daily routines you may find useful to know:



- 8:00am** Parents are welcome in the classroom with their child, however you are asked to remain with your child until the teacher is ready at 8:30am.
- 8:30am** The teacher is ready to receive the children. Please allow your child to hang up his/her own blazer, PE bag and put away their book bag (this may also be referred to as a reading folder). This supports their independence and later in the day they know where their items are.
- 9:00am** Please say goodbye to your child and leave them for registration. If your child arrives after this, please let Matron know. Her room is located beside the main entrance and she can mark them present in the register. This is really important in case we have a fire.
- 9:00 - 10:25am** Morning Lessons/assembly – individual timetables will be displayed in your classroom indicating what these are. These will be subject to change in the first two weeks. Once they are finalised, parents will receive a copy. Please note there may be variations from time to time, to accommodate special activities.
- 10:25 - 10:45am** Milk, fruit snack and break time with Lower School. In the Christmas and Easter Terms the children play on the all weather pitch. In the Summer Term, they play on the Lower Field.
- 10:50 – 12:05pm** Morning Lessons



- 12:05pm** Lunch – The children all go to the Dining Room with their teachers. Lunch is served at the tables by the teacher, who then sits and eats with the children. The children are encouraged to use good table manners. A Prayer is said at the start of the meal. The menu is displayed outside the Dining Room and also on our website.
- 12:30ish** Playtime – When each table has finished the children are taken out to play. Lunchtime Supervisors look after the children outside.
- 1:20pm – 2:30pm** Afternoon Lessons
- 2:30pm** The children are given a drink and a biscuit.
- 2:30 – 3:30pm** Afternoon lessons
- 3:30pm** Dismissal – The children collect blazers, bags and wait for parents. Reception children are collected from outside their classrooms. Please wait for your child and the teachers will bring them out to you. No child is allowed to go until the teacher has seen the person collecting them. Also no child will be dismissed to another adult unless the school has been notified by the parent or guardian.



Wednesday Afternoons – Christmas and Easter Terms only

Wednesday afternoons are optional for the Christmas and Easter Terms. If you choose to take your child early out of school please indicate, on the sheet in your classroom each week, if you are taking your child at 12noon or 1:30pm. Collection may be before lunch, 12noon, or after lunch playtime at 1:30pm. Please ensure you arrive on time as your child will be taken into lunch at 12:05pm if you have not arrived (all teachers are required in the Dining Room to supervise the children staying). Once the register is taken children also become unsettled if they thought they were going home and you have not arrived by 1:30pm. When collecting your child please sign them out on the sheet in the classroom.

General Information

(More information can be found in the Parent Handbook on our Website)

ABSENCE

If your child is away due to illness, please telephone Matron on 01628 594311 and/or write a short note for our records. **If your child has been sick or has a stomach bug, please do not send him/her back to school for at least 24 hours.**

If you are taking your child out during the day for a medical appointment, please notify Matron in advance and then sign your son/daughter out in Matron's room, signing them back in on your return. This ensures we keep a fire register up to date at all times. If you have to unavoidably take a family holiday during term time, please write a letter to Mr Carroll, Headmaster, to request leave of absence before you book.

ALLERGIES AND MEDICAL NEEDS

If your child has an allergy or specific medical need, all relevant staff are informed at the start of the beginning of term and your child will be included in a specific portrait gallery, so that all staff, including those in the Dining Room, become familiar with their appearance.

ASSEMBLIES

These are held daily. They may be in the Chapel, in the Lower School Hall, in Tippet Hall or in the classroom with the rest of Reception. Your child's class timetable will indicate when and where these are. Assemblies take place with just the Early Years (Reception and Nursery), with the Lower School and also with the whole school.

COMMUNICATION WITH TEACHERS

There will be times when you need to speak to the teacher urgently on an issue that may affect them that day. Our staff will be pleased to speak to you in the morning when you drop your child off or you may communicate via a paper note or write in your child's reading diary. Please also be aware the he or she may not be able to deal with your matter immediately and may ask you to make an appointment. As Head of Pre-prep I can be contacted via email l.rothwell@stpirans.co.uk or telephone via the school office.

DAILY MESSAGES

If there are changes to your collection routine, for example your child might be going to a friend for tea or someone else will be collecting them, please write the details on the sheet situated in the classroom.

EXTENDED DAY/HOLDING

If your child has *an older sibling* in Middle School or an Upper School sibling who is going home at 4:10pm, they may go to 'holding' until 4pm, which is free of charge. If your child is not collected by the correct time they will be put into Extended Day and a charge will be made. (More information about this can be found in the main Parent's Handbook on our website)

LIBRARY

All the children have the opportunity of borrowing a book from the library. You will be informed at the start of the year when your child's library 'slot' is. Library books should be returned weekly to allow your child to take out another book. Parents are asked to replace any books that are lost.

NEWSLETTER/WHAT'S ON/SCHOOL LETTERS

Letters relating to each year group are sent out on Fridays via your child. A weekly newsletter is compiled through the office for distribution to parents and is sent via email. ClarionCall is used throughout the week. There is also a termly calendar of events on our website; a paper copy may be obtained in the school office.

OUTSIDE PLAY

Part of the Early Years curriculum is to allow the children to explore and learn through the 6 Early Learning Areas outside as well as in. Please would you provide a named pair of wellingtons and a light waterproof which can stay at school.

PE KIT

On Monday please bring all the PE kit to school in the *navy drawstring bag*. Please see the uniform list for what the children require.

Please ensure **ALL** items of clothing are clearly named with your child's name. Name tapes are indicated on the uniform list. These should be sewn on the **OUTSIDE** of the games clothing. It is very distressing for a child if clothing is mislaid. Items with names are quickly returned to their owners.

READING

Each child will be assessed at the start of the year to establish what their understanding of reading is. Some children know all their letters on arrival, others do not know any. Please do not be concerned if your child has shown no interest in reading yet as different children develop at different stages. Individual letters, sounds, sight vocabulary and/or books will be sent home when your child is ready.

As phonic letters are sent home, please encourage your child to think of words that start with the sound. As more letters are learned word building games can be introduced. Your teacher will give you more information in the first term.

Children are heard read daily in some form. This may be learning sounds initially, then blending sounds to form words, playing games to learn sight words, reading a book with the teacher or guided reading with the class or a small group. As the children learn to read it is important that they not only read the words, but they fully understand what the meaning is.

SCHOOL OUTINGS

The children have the opportunity to go on school trips. These outings will be linked to topic work covered in the classroom. All the children are expected to wear a white shirt on such occasions. In the Summer Term, the girls will wear their summer dress.

SWIMMING

Parents will be informed at the start of the academic year as to which day your child will be swimming. Please provide your child with a waterproof bag to put their wet items into. All wet kit must be taken home on the day of swimming in order to be washed and dried. All children must wear a swimming hat. This can be purchased from Matron/school shop. If your child chooses to wear goggles please ensure they fit properly and a name label is sewn around the strap.



Please feel free to contact the school if you have any questions on any aspect. We hope this leaflet has gone some way towards helping you to help your child settle in to the first few weeks at school. Our aim is to make the transition as smooth as possible, so if you have any problems, queries or concerns our door is always open. There is also the Parent's Handbook and our website which gives more information about the whole school.

I look forward to a long and successful relationship with you and your child.

Mrs Lynne Rothwell
Head of Pre-Prep