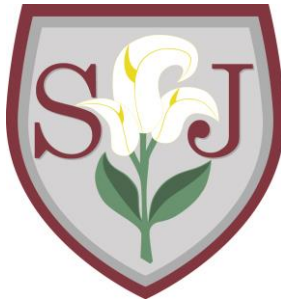


# Reception Booklet

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**Please note:** the information presented in this booklet is subject to change in accordance with ongoing Government advice.

## **Mission Statement**

St Joseph was a worker.

The community of St Joseph's works hard together.

We respect and care for each other.

We are open to and for each other.

We make wise choices and always do our best.

We learn to live life to the full.

Jesus said: I have come that they may have life, and have it to the full.

John 10:10

## **Welcome to St Joseph's Reception Class.**

**We look forward to your child joining us in September and to welcoming your family to our school and parish community. We will be working together to help your child learn and develop over the coming years.**

As your child is about to start Reception Class this year you may be wondering who has more anxiety about it - you or your child. The first day of school is significant in so many ways; your child is growing up and you know, even if your child does not, that it is the beginning of a long stretch of firsts.

### **Staff working with your child this year.**

Miss Diriye – Reception Teacher

Miss Chani – Reception Teacher

Miss Morgan – Nursery Nurse

Miss Kasia – Nursery Nurse

### **The Curriculum**

The Foundation Stage is the period of education from age three to five. The last year of the Foundation Stage is called Reception.

This period is a distinct stage with its own 'Early Learning Goals', which work towards during their time in Nursery and Reception Class.

This stage is called the Foundation Stage because it gives children secure foundations for later learning. Childhood is important in itself and we want all children to have enjoyable and satisfying childhood experiences. Early experiences also affect children's attitudes to learning. They create the basis for later learning, in school and beyond.

### **What are the Early Learning Goals?**

The goals are a series of aims within the seven areas young children's development and learning.

**Personal, Social & Emotional** development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

**Communication and Language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

**Literacy** development involves encouraging children to link sounds and letters and to begin to read and write.

**Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, space and measure.

**Understanding the World** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

**Physical Development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement.

**Expressive Arts and Design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

During the Foundation Stage, these areas of learning will be introduced in ways that are suitable for young children, often through play. We build on children's existing skills and interests and on their play activities, in order to help them.

### **How will my child learn?**

All children learn best from experiences that are suitable for their stage of development. Play is key to the way young children learn. Through play your child can develop for example: the social skills needed for personal development; and the skills needed for writing. In that way your child will become more independent and will be able to tackle simple problems.

In addition, we follow the 'Come and See' Religious Education Programme for Primary Schools, as laid down by the Diocese of Westminster. The curriculum has specific teaching and learning objectives for young children.

### **Record keeping and Assessment**

The Foundation Stage Profile is a way of summing up the progress and learning needs of children at the end of the Foundation Stage. It is based on continuous observation and assessment across all areas of the curriculum. Each child has a Special Book which celebrates their achievements. Parents are invited to add elements from home and to share in their child's special moments. We take photographs for these special books. There is a separate form for parental consent for photographs.

### **Parents as Partners**

Once school has started stay involved with your child's progression. Discuss the activities of the day and share books. Please send book bags on a Thursdays and we will change books, there are usually

some small activities which relate to what we have been learning in school.

### **The School Day**

The School day runs from 9:00 am – 3:20 pm.

The school gates open at 8:40 am and all children should be in school by 9:00 am. Children in Reception Class should enter the playground from Randolph Avenue.

Children arriving after 9:00 am will be marked late in the register.

Please try to be prompt as the day is already very long and tiring for young children.

Small children can become very upset if they are left after the other children have gone so if you are unavoidably delayed, please contact the school office on **020-7286-3518** so that we can reassure your child.

Please ensure we know who will be collecting your child.

If your child is going home with someone other than their usual carer (even if it is a friend from school) on a regular or occasional basis, please notify a member of Staff and complete a Consent Form.

Similarly, please ensure we are notified if your child is NOT allowed to be picked up by a specific person.

### **Structure of the Day**

Throughout the day, the children have opportunities inside and out to participate in a variety of directed and independent activities.

We have weekly music sessions with Miss Hudson, P.E. with our Sports Coach and use the school hall for dance sessions.

Periodically, we are also visited by the librarians from Maida Vale library. Additionally we are blessed to visit Forest School at Paddington Rec.

### **Snack Time**

Fruit is provided for snack time and children have free access to drinking water throughout their day. Children do not need to bring snacks.

### **School Lunches**

School lunches are prepared freshly at school and are very popular! The menu is always on the website and there is information inside the welcome pack. Children are encouraged to try the food and we will, of course let you know if there is anything they are not eating. Lunchtime is a social time where the children eat together. School staff stay with the children each day and help the children with their food. Please encourage your child to use cutlery at home in preparation for school.

### **Keeping You Informed**

All information is sent via ParentMail and is available on the school website where we have some weekly news from our class. Alongside this, we try to display notices on the classroom door. There will be parental consultations during the year to discuss your child's progress.

### **Reception Class Uniform**

Children are expected to wear their St Joseph's school uniform at all times. We are incredibly proud of our uniform, it really does add to our sense of community.

This consists of green tracksuit bottoms/shorts, a green sweatshirt and yellow t-shirt or polo neck jumper.

Both the sweatshirt and t-shirt have the St. Joseph's logo on them. These can be purchased from Ace clothing – contact details are available from the school office.

School shoes should be black, sensible, and with Velcro fastenings only, no jelly shoes or open-toed sandals.

Green socks should be worn at all times.

Long hair should always be tied back, please ensure that your daughter's hair accessories are green.

ALL ITEMS OF SCHOOL UNIFORM SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME.

### **Toileting**

All children should be **'toilet trained'** before they start school but we know that accidents do happen so we have changes of clothing available in the class.

Please wash and return any borrowed items as soon as possible.

### **Messy Play**

Children are encouraged to wear aprons for messy/wet activities, but mishaps do occur. All paints and felt tips should be washable but we advise soaking stains in a solution of washing up liquid to ease laundering.

### **Items from Home**

Please discourage your child from bringing toys etc. to school. We cannot guarantee their safekeeping and treasures from home often cause disputes amongst the children.

Wearing jewellery is not allowed except for small ear studs.

### **Positive Behaviour Management**

At St. Joseph's, we work hard to support the children's personal, social and emotional development. When there are disputes or upsets between children, we always encourage them to reflect on and talk about what happened and suggest a better choice for next time. We use a simple 'BeeHaviour' chart.

We would appreciate your support with this policy.

### **Birthdays**

Birthdays are very important days!



Birthday children may like to bring small treats to share with their classmates. As a healthy school, we only allow fruit or other small items, such as stickers.

We only distribute birthday invitations in the class if all the children have been invited as it can be very upsetting for those who have not been included.

### **Sleep and Illness**

Please ensure that your child gets plenty of sleep! School can be very tiring and your child will benefit more if they are alert.

If your child is sick, please make sure that they are kept at home until they are well enough to cope with school. Please do not send your child into school if they have vomited in the night – children are often too tired or unwell to cope with the busy schedule and can become very distraught if they return too soon. Current guidelines recommend that children should stay at home for 48 hours from the last incidence of diarrhea, sickness or vomiting. Please inform us of any infectious conditions (especially German Measles, Chicken Pox and head lice).

Every family is asked to please donate a box of value, supermarket paper handkerchiefs to help us cope with colds and sniffles!

### **Parent Helpers**

Once the children have settled, we always welcome offers of parental help with trips and outings.

### **Holidays during term time**

The Governing Body does not allow holidays to be taken during the school term as the school year is carefully planned to ensure continuity and progression in all subjects. When children are absent from school they miss the opportunities offered by the curriculum and fall behind in their studies, therefore holidays in

term time **will not be authorised except in extenuating circumstances where proof will be required.** An appointment must be made with Dr Viana to discuss any absence.

**Don't forget, we need to know**

- Of any changes of address or telephone numbers
- Who will be coming if you are unable to collect your child
- If you will be late collecting your child
- If your child has any infectious conditions
- e.g. Chickenpox, German Measles, head lice
- If your child is absent - please phone and send in a letter on their return
- Of any changes at home which may affect your child
- Of any medical conditions

Our aim is for your child to be in a place where your child feels happy and secure and where you, the parents, feel able to discuss concerns, share in the education of your child, make friends and become part of the school. If, at any time, you or your child is unhappy about anything, no matter how trivial it may seem, please do come and talk it over with us.

Please do contact the school if you have any questions.  
We hope you have found this booklet useful and we look forward to working with you.