



# **St Robert Southwell Catholic Primary and Nursery School**

*Aiming for Excellence – Being The Best We Can Be*

## Reception Parents' Information Pack 2022-2023

*Following Jesus' footsteps and inspired by St Robert Southwell we work hard,  
aim high and treat everyone with honesty and gentleness*



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# Mission, Vision and Prayers

And love of God  
Amen

## **Mission Statement**

Following Jesus' footsteps  
and inspired by St. Robert Southwell  
we work hard, aim high and treat  
everyone with honesty and gentleness

## **Vision Statement**

Aiming for Excellence - Being the Best We Can Be

## **School Prayer**

This is our school  
Let peace abide here  
Let the rooms be full of contentment  
Let love abide here  
Love of one another  
Love of mankind  
Love of life itself

## **Prayers to say every day**

### **Lunchtime Prayer**

Thank you for the world so sweet,  
Thank you for the food we eat,  
Thank you for the birds that sing,  
Thank you God for everything,  
Amen

### **End of the Day Prayer**

God our Father I come to say,  
Thank you for your love today.  
Thank you for my family,

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And all the friends you give to me.  
Guard me in the dark of night

And in the morning send your light.  
Amen.

# Welcome to St Robert Southwell Catholic Primary School

At St Robert Southwell we aim to provide a secure, caring and stimulating learning environment in which every child can develop their abilities and potential to the full.

## EYFS Reception Team

Mrs Keville Reception 1 Teacher and EYFS Lead

Miss Moreira Reception 2 Teacher

Mrs Linskey Learning Support Assistant

Mrs Bravo Learning Support Assistant

**You may also have contact with:**

Mrs Egan Assistant Headteacher  
(Inclusion Manager)

Miss Joseph Deputy Headteacher

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# Contact Information

Our Contact details are:

St. Robert Southwell Catholic Primary School  
Slough Lane  
Kingsbury  
London  
NW9 8YD

Headteacher: Miss H Beck

Attendance Officer: Mrs A Quigg

Telephone: 020 8204 6148

Email: [admin@robsouth.brent.sch.uk](mailto:admin@robsouth.brent.sch.uk)  
[ckeville@robsouth.brent.sch.uk](mailto:ckeville@robsouth.brent.sch.uk) (EYFS Phase Leader)

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# The EYFS Curriculum and Read Write Inc. (Phonics)

The Early Years curriculum is broken up into seven areas of learning:

- Personal, social and emotional development
- Communication and Language
- Literacy
- Mathematics
- Understanding the World
- Physical Development
- Expressive Arts and Design

All seven areas are given equal weighting and are equally important to the development of your child. When planning and supporting your child, it is important to consider the different ways children learn and reflect this in how we teach, organise our learning environment and support individual children and groups of children. Within the Statutory framework for the EYFS, they identify three "Characteristics of Effective Teaching and Learning"; these characteristics encompass children from birth to the end of the reception year and children will demonstrate them in different ways, depending on the developmental level of the child:

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1. **Playing and exploring** - children investigate and experience things and "have a go"
2. **Active learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy their achievements.
3. **Creativity and thinking critically** - children have and develop their own ideas and make links between ideas. They develop strategies for doing things.

At St Robert Southwell Reception, our curriculum is centred around children's play. Play is a vital part of young children's learning and it is through play that young children explore feelings, ideas and relationships. Play helps to promote risk-taking, it also allows children to make mistakes and try things without failing. Quality play promotes confidence and well-being. We encourage children to explore their environment in a wide range of activities to support their learning through play, both indoors and outdoors, in all weathers. We ensure there is a balance of child-led and adult-led learning opportunities.

At St Robert Southwell we follow the *Read, Write, Inc.* Phonics literacy programme; which begins in Nursery; we teach children the different sounds of letters and help them to begin blending sounds. If you would like some more information on our scheme, see the links below:

<http://www.ruthmiskin.com/en/resources/parent-tutorial-1-understanding-read-write-inc-phonics/>

<http://www.ruthmiskin.com/en/resources/sound-pronunciation-guide/>

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# Reading Journals and Home Learning

Your child will be bringing home a reading book and some keywords to learn. It is very important your child's learning is supported and encouraged at home. Each child has a Reading Journal; please sign it to show us that you have read with your child at home and feel free to write a comment. We will change your child's reading book once a week. Your child will also have keywords to learn each week. Please practise these words with your child every day to support their reading development.

Children will occasionally have some other homework, this may be linked to RE, phonics or any of the topics we are working on. Please check your child's book bag every day to make sure you do not miss vital information.

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# Communication between School and Home: Parent App

Parent App allows you to receive information about school events directly to your smartphone or tablet. It is our primary form of communication with parents and carers, allowing us to communicate speedily, efficiently and cost-effectively with our families.

All communication from school regarding term dates, events, messages, consent forms, surveys and letters home is sent via our Parent App. You can also use it to report your child's absence, book parents' evening meetings and update your contact details.

You will receive an invitation to download the App once your child starts school. Please do so promptly to ensure that you do not miss out on any vital information relating to your child.

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# Tapestry - Online Learning Journey



All children attending Reception will have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us. Having this Learning Journey on-line provides an excellent opportunity for us to share information about your child's learning and achievements with you, and for you to share their achievements and interests at home with us.

The children are all very different so their Learning Journey will be very much individual to them. We would like you to become involved in the process of making their Learning Journeys. You will be able to upload comments and photographs to share your child's achievements away from Reception.

We use the Tapestry system, which is hosted on secure, dedicated servers based in the UK. You will have password protected access to your child's on-line Learning Journey and we encourage you to contribute to it by uploading photos, videos and comments, or commenting on observations made by us.

We also use it to alert you to minor medical issues such as cuts and bumps, which may occur during the school day.

During your child's first week in Reception we will provide you with your login details.

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# Forest School

Forest Schools has developed from the Scandinavian education system and is about children and young people building self-esteem and independence through exploring and experiencing the natural world.

Forest Schools is run all year in all weathers. It is led by Mrs Keville, a Level 3 Forest School Practitioner within a natural environment (not necessarily a Forest!).

Our Forest School programme is tailored to meet the needs of individuals within that group and is continuously developed as the children grow in confidence, skills and understanding.

The ethos of Forest Schools allows learners the time and space to develop skills, interests and understanding through practical, hands-on experiences.

We will share more information about Forest Schools with you at the start of the school year.

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# Getting Ready For Reception

Settling into a new environment can be difficult, no matter how old or young you are. We appreciate that you are feeling a little worried about the first few times you leave your child at school, but there are some things that you can do to help your child settle quickly with us and to feel happy and secure. Your email states your child's start date.

## Settling in Reception

Some children take longer to settle than others. This is perfectly normal. You can help your child by keeping the same routine when you say goodbye.

We will contact you by phone if we need to speak to you concerning your child. Some tears are normal and often stop soon after you have gone. We may help you at the door if your child is having difficulty coming in, again this is perfectly normal. If you are finding the start to Reception stressful, please talk to us and we will do our very best to help you and your child.

If you have any concerns, worries or queries at any time then please feel free to discuss these with us.

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### Attendance

We have a 'soft start' approach to the beginning of the school day. This means that children can arrive any time from **8:45am to 8:55am**. The class register is taken at **8:55am**, therefore your child will be marked absent if they are not in school at 8:55am. This is a serious matter and, if this occurs repeatedly, the school Education Welfare Officer will be informed. Your child must be collected at **3:10 pm**. It is unsettling if your child arrives late in the morning (when other children are already participating in class activities) or if you are late collecting them at the end of the day. Please inform the class teacher if someone different is collecting your child from school, or contact the school office and a message will be sent to your child's teacher.

### Absence and Holidays

**Please contact the school office on the first day of absence, by 9.00 am.** If this is not done, the absence will be recorded as unauthorised. Parents must not take children on holiday in term time. Absence will only be authorised in exceptional circumstances. Requests for holiday need to be discussed with Miss Beck, in advance, and a form completed.

### Letters for Teachers

If there is a note to be given to the teacher, please hand this to them; teachers do not look in the book bags daily. If an important message is not handed directly to a teacher, it may be missed.

### Toys

Please do not allow your child to bring toys in, unless specifically requested by the Reception staff, as they may get damaged or lost and may cause arguments.



### Milk and Fruit

Children are given free milk and fruit daily as part of the Government's Healthy Schools initiative. You do not need to provide a snack.

### Medicines

School staff cannot administer medicines. The exception is an asthma inhaler, which will be kept in a cupboard in the shared Reception area, or if your child has an allergy and has been given an EpiPen by your GP. Special arrangements can be made for children with long term medical needs. Please advise the Reception Staff if your child has any medical needs. An appointment will then be made to put the correct paperwork in place.

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# Parking

In the interest of safety and security, only authorised vehicles are to enter the school car park.

**Parking is not permitted in the Controlled Parking Zone on Slough Lane between 8.15am - 9.30am and 2.30pm - 4.00pm and road access is restricted during these times.**

Additionally:

Cars **should not** park on the zig-zag lines outside the school entrance.

Cars **should not** park on the private road leading up to the school entrance.

Cars **should not** park on the pavements or obstruct neighbours' driveways.

The school access road is the only designated route for emergency vehicles; it must be kept clear of parents' cars at all times during the school day, including first thing in the morning and at home time.

We would encourage you to walk to school; however, we understand that this is not always possible.

We ask all parents to be considerate in their parking.

Leave a little earlier and park a bit further away; enjoy a little conversation with your child as you walk into school in the morning and on the way home.

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# Reception Uniform

Uniform is compulsory for all children. School Uniform is available from Mayfair Sports School Outfitters on Kingsbury Road. **All of your child's belongings MUST be clearly labelled with your child's name.**

## Winter Uniform

Red PE sweat shirt, with school logo  
Red polo shirt, with school logo  
Black tracksuit bottoms, with school logo  
Red woollen hat, bearing the school logo  
Grey or white socks or tights

## Summer Uniform

Red football shorts and red polo shirt, with the school logo  
Red baseball hat, bearing the school logo  
  
Grey or white socks

Shoes **MUST** be black and they **MUST** have VELCRO fastening and **NOT** laces so that the children can be independent in taking their shoes off and putting them back on.

## Other things your child will need every day:

- Book bag - Your child needs to bring their school book bag with them every day.
- Coat - We go outside in all weathers so please make sure that your child has a **BLACK** coat with them every day.

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- Water Bottle - please send in a drink bottle for your child with a pattern or picture that they will recognise, their name clearly marked on it and a top that they can manage to open themselves. **Please do not put your child's water bottle in their book bag.**

### Spare clothes

Your child may need to change their clothes for a variety of reasons. Please send in a set of spare clothes in a school logo PE bag, in case they need to get changed. There is a suggested list of items below and these do not necessarily need to have the school logo.

- A school PE bag that has your child's name clearly marked on it.
- A pair of socks
- A pair of pants
- A pair of black jogging bottoms
- A red polo top
- A red sweat shirt

ALL items of clothing that are sent in to school **MUST** have your child's name clearly marked on them, using a permanent marker OR printed name labels.

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## Messy Play

Your child is going to have lots of fun in Reception! This includes playing in the mud, with water and with paint. The children are encouraged to wear aprons when playing with the water but often get wet anyway. We do check the children to see if they are wet and then help them to change their wet clothes. We encourage the children to wear wellingtons in the mud when the mud is very wet. These will be available for them to use in Reception. Your child may still come home a bit wet, a bit muddy or have some paint on them - this is all part of the fun!

## Independence

We know your children are small and we will of course look after them in every way and help them, but we want them to be independent learners who can travel around Reception selecting their own areas for activities.

You can help us by encouraging the following at home:

- Help your child to take off his/ her own shoes
- Teach them to put on and take off wellingtons themselves
- Teach them to dress and take their clothes on and off themselves
- Teach them to peel and eat fruit themselves
- Encourage them to open drink bottles and pour from a jug into a cup

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**Just a few reminders:**

- Make sure all items of clothing are clearly labelled
- No drink bottles in the book bags (**limit to one keyring on the book bag handle**)
- Don't let the children bring their toys to school
- No jewellery to be worn in school

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# Teach me to do it myself!

Here are some things you can do with your child to help them develop the basic skills on the road towards their Early Learning Goals.

## Speaking

- Speak clearly and confidently.
- Model, using the right words, and set an example.
- Speak in full sentences.
- Use clear, simple directions for tasks and behaviours.
- Engage in discussions with your child and allow them the time to speak, without being interrupted.
- Ask for their opinions.
- Tell them about your day and ask about theirs.

## Listening

- Show your child how to be a good listener, by listening to them and others.
- Be patient - don't interrupt or finish their sentences for them.
- Give them your full attention when they are speaking, showing them eye contact and good body language.
- Respond to what they are saying by asking questions, or ask for their opinions.
- Listen to your child reading.

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## Number Skills

- Count daily with your child.
- Count objects, actions, numbers and a range of things.
- Identify numbers wherever you go - a neighbour's house number or the number on a bus.
- Help children put numbers in order.
- Let children help with tidying and sorting. Can they sort their toys? by colour?
- Identify shapes around the home.
- Use fingers to represent a number.

## Writing

- Encourage your child to mark-make, without feeling pressured.
- Use the home diaries.
- Get your child colourful pens, gel pens and exciting new tools to encourage them to mark-make.
- Let children write their name on cards or letters.
- If your child is already writing with a pen or pencil, support their pencil grip so that they do not develop a bad habit.

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## Behaviour

- Agree clear and realistic rules - and stick to them.
- Give your child boundaries so that they know what is expected of them.
- Encourage your child to always say "please" and "thank you".
- Support the school rules.

## Organisation

- Children like routine - so set regular times for bed, getting up, meals and family time.
- Under 5s need up to 15 hours and primary children 10 hours sleep a night.
- Check your child has their name in everything before they bring it in, this helps them to be organised.
- Help your child to remember to bring everything - book bag, drinks bottle, reading book, etc.
- Let your child take hold of their own things on the way to school - they will know where to put books, bottles and bags.
- Let your child help you at home with the cooking, cleaning and shopping - they relish an opportunity to feel useful!
- Be patient when your child is helping.
- Lay your child's clothes out in the correct order each morning so that they can dress themselves - this really helps for P.E. as they get older!
- Children are expected to wipe and clean themselves when they go to the toilet once they begin the Foundation Stage.

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## Extending their Learning

- Link your child's learning to family activities - we can give you ideas for each topic!
- Go to local museums, parks, wildlife reserves.
- Talk about the world around them and encourage them to ask questions.
- Get to know what your child is learning.
- Take time to listen to your child and explain things carefully, developing their understanding and vocabulary.

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# SCHOOL TERM AND HOLIDAY DATES 2022-23

## AUTUMN TERM 2022

Inset Days: Thursday 1st and Friday 2nd September 2022  
Start date: For Nursery and Reception each child has an individually arranged date  
Half Term Holiday: Monday 24th October - Friday 28th October 2022  
Term Ends for School: Friday 16th December 2022 - 2pm

## SPRING TERM 2023

First Day for Children: Tuesday 3rd January 2023  
Half Term Holiday: Monday 13th February - Friday 17th February 2023  
Term Ends for School: Friday 31st March 2023 - 2pm

## SUMMER TERM 2023

First Day for Children: Monday 17th April 2023  
May Day Bank Holiday: Monday 1st May 2023  
Half Term Holiday: Monday 29th May - Friday 2nd June 2023  
Term Ends for School: Wednesday 19th July 2023 - 2pm  
Inset days: Thursday 20th and Friday 21st July 2023  
Inset days: One Inset Day to be confirmed

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