

The ABC of Littlegarth Reception

Absence

If a pupil is unwell and unable to come to school, please inform the School before 8.30 a.m.

If children need to be away during the term for medical appointments or for any other reason, please inform the school office in writing.

Activities

Ballet classes are offered in the Spring term and after school clubs are available from Year 1 onwards.

Addresses

In case of an emergency please let us have a contact telephone number and address if you are going to be away from home.

It is important to inform the school office of any other changes of address and telephone numbers.

Please note that it is not school policy to divulge parent's telephone numbers.

Assembly

School Assemblies are held on Monday and Friday and start at 8.50 a.m.

Children arrive in their classrooms at 8.35 a.m. for registration at 8.40 a.m.

Children wear their blazers to School Assembly.

Once a week the Pre Prep Department get together for their own Assembly, where we often celebrate children's achievements.

Attendance

Parents are strongly urged to plan their arrangements so that if at all possible children do not miss the beginning and end of term. It is particularly helpful if younger children all begin and settle together at the start of the term. Many exciting events take place at the conclusion of the terms, in which children are eager to participate.

Birthdays

This special day is acknowledged and celebrated within the school day.

Book Bags

All children use the blue Littlegarth book bag and it would be helpful if it is clearly labelled. These bags are available from the Uniform Shop.

Calendar

Each term a calendar of events is sent out to parents. This contains details of all concerts, Reception assemblies, outings etc. Information updates to the calendar can be found in the newsletters which occur every two/three weeks. Your child will act as postman!

Choir

Children are invited to join a Pre Prep choir which takes place during school hours.

Clothing

We encourage the children to take a personal pride in their uniforms. It helps the children to gain independence if they are able to identify their own belongings. To this end, we would be grateful if you could label all items, even pants, socks and vests!

Some spare clothing is kept at the school in case of little 'accidents'. If this clothing is required by your child, we would be grateful if it could be washed and returned as soon as possible.

Communication

Good channels of communication between school and home are essential.

Children will be provided with a small Reading Diary, which is invaluable for communication between parents and teachers. Not

only will this little book record your child's reading progress, but it is also used for communicating other messages.

Teachers are available for brief conversations before and after school. However, if more time is required, parents are welcome to make an appointment.

The school communication details are:

Telephone: (01206) 262332

Fax: (01206) 263101

E-mail: office@littlegarth.essex.sch.uk

Web site: <http://www.littlegarth.essex.sch.uk>

Cuddly Toys

We will understand if, for the first few weeks, special comforters are needed.

Curriculum

The Littlegarth Reception curriculum is close to the National Curriculum in outline, but it is not constrained by its limitations. For further details please see our separate booklet 'Littlegarth School Reception Curriculum'.

In Reception, Games, Music and French are taught by specialist practitioners. While all the other areas are covered by the class teachers.

Drama

Numerous opportunities are offered within the classroom for the development of the children's confidence and their ability to express themselves effectively.

The Christmas production offers a wonderful opportunity for the children to perform in front of an audience. They also take part in a class assembly before the whole school and you are warmly invited to attend.

Hair

In keeping with the personal pride that we at Littlegarth try to engender in the pupils, please ensure that children return to school after holidays with neat hair. For health and safety reasons girls with long hair should have it tied up. Hair ribbons and hair bands must be blue and are available from the school shop.

Health

Please inform the school of any medical conditions that your child might have.

Health forms must be completed on joining the school so that we are aware of any health issues your child might have. Thereafter these forms are renewed annually or when appropriate.

If a child is unwell during school hours, we will inform you by telephone. A First Aider will be responsible for the care of your child. There is a first aid room in the Reception block where your child will be made comfortable while awaiting your arrival.

Homework

A small activity to reinforce work done in the week will be given to your child on a Friday, to be returned to school on a Monday.

Information Home

Much of the termly information is contained in the school calendar which is sent out at the beginning of each term. Notes are sent home from time to time, so please check your child's school bag regularly.

Jewellery

If your child has pierced ears, small stud earrings are acceptable. Children always become upset when valuable items are mislaid, so we prefer children not to wear watches or jewellery.

Letters

If your child is absent from school for any reason, please inform the class teacher in writing.

Library

The school has an excellent library which the Reception classes enjoy visiting in the Summer term in preparation for Year 1. Each Reception class also has its own little library where children are encouraged in quiet moments to select books of their own choice to read. Once a year the Reception classes participate in the activities related to World Book Day with great enthusiasm

Meals

We like to encourage your child to bring a healthy snack for morning break. Children have a choice of milk, apple juice or water to drink. Water is available at all times within the classroom and outside in the school grounds.

The school offers a cooked meal at lunch-time, but if you prefer you may provide your child with a healthy cold alternative. Meals are supervised by members of staff and good table manners are encouraged at all times.

Medicines

Please complete a Parental Permission form for the administering of any medication during school hours. This form can be completed when you give the class teacher your child's medicine.

Notice Boards

The School Calendar is posted on the notice-board at the bottom of the staircase in the Reception Department. It is also available on the school's web site at: <http://www.littlegarth.essex.sch.uk>

Out of Hours Care

Littlegarth offers a supervised 'Early Bird' and 'Aftercare' facility. The times are 8.00 a.m. – 8.30 a.m. and 4.00 p.m. – 5.45 p.m. There is a small charge and you may use this service as and when you need it.

If children cannot be collected by 3.30p.m., for any reason, they will remain in the classroom until 4.00p.m. After 4 p.m. they will be taken to Aftercare.

Parents' Evenings

Parents are able to talk formally to the staff at least once a year about their children. Staff are always available by prior appointment, to speak to parents if the need arises.

Photographs

Each year individual portrait photographs and class photographs are available. If a Reception child has a sibling in the school, they will have a photograph taken together. A whole school photograph is taken every other year.

Policies

There is a school policy file covering the Foundation Stage which is kept in the Reception department, should you wish to read it.

Reading

Learning to read is a great adventure for our Reception children. At the beginning of the year the teachers will give you practical tips on how you might help your child to learn to read. Children will be given a reading activity every night. Your involvement and enthusiasm in these activities will be most helpful. However, please do not worry if your child does not bring home a reading book in the first week, as we like to have time to assess their ability fully.

Reports

Your child will receive two formal reports a year. The first brief report will be followed by a parents' evening. A full report covering the five main areas of learning will be at the end of the academic year.

Rewards

Children are encouraged to work hard and behave in a pleasant manner at all times. Good work and behaviour is often acknowledged and rewarded.

Second hand Clothes Shop

The school is happy to accept clothing for resale. Clothing must be in good, clean condition and dry-cleaned if necessary. Please ensure that all clothing is labelled with the seller's name, either by leaving in the name tape or by attaching a label. Parents will be reimbursed when items are sold.

Signing out

At the end of the school day children will be signed out by the teacher before they leave the classroom. If any person other than the parent or guardian is to collect your child, please inform the school in advance or put a note in the reading diary.

Stationery

Littlegarth provides all the stationery your child may require.

Swimming

During the Summer term the children will go swimming at the Garrison pool in Colchester. This once-off experience is in preparation for their swimming lessons in Year 1.

School Outings

Reception classes have two outings a year. Any help on these exciting trips is always appreciated.

Timetable

Our day starts at 8.35 a.m. and children may be collected at 3.30 p.m. or 4 p.m.

Children have a morning, lunch-time and afternoon break, when they have the opportunity to play with equipment and on the adventure playground.

Please inform Mrs. Burleigh at the front office if you are late for any reason.

Uniform

A copy of the uniform list can be found at the back of this booklet.

Reception children come dressed in P.E. kit on two days of the week and on 1 day they bring their kit with them ready to change, so that they can practise this tricky skill. You will be advised of the P.E. timetable at the beginning of the new academic year. We will help children to change into their P.E. kit until they can dress themselves independently.

Visitors

We often find that parents are a rich source of interest to the children. If you have experience or a career that fits in with our curriculum, please do tell us about it and we will welcome you gladly into the classroom!

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As the children settle into their new routine they will have the opportunity for a little quiet time after their lunch time play.

If there is anything that is not mentioned in this document, please do not hesitate to ask.

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Dear Parents,

Welcome to Littlegarth's Reception classes! We hope that you will have a long and very happy association with us.

In this booklet we have condensed useful information into easy to find alphabetically arranged facts. We hope that this will help to answer many of your queries.

We are, of course, at your disposal should you require any further information.

Peter H. Jones
Headmaster