

CHAFYN GODOLPHIN



INFORMATION FOR RECEPTION PARENTS/CARERS

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WELCOME TO RECEPTION

All staff within the Pre-Prep department extend a very warm welcome to you and your child.

Hopefully this simple guide will answer most of those small but important questions that you might have.

A BRIEF EXPLANATION OF HOW THE EARLY YEARS FOUNDATION STAGE WORKS

The Early Years Foundation Stage (**EYFS**) is a curriculum for children from birth to five years of age. It comprises seven areas of learning and development that are all important and inter-connected.

- **Communication and Language, PSED (Personal, Social and Emotional Development) and Physical Development** known as the 'PRIME' areas.
- **Literacy, Mathematics, Understanding the World and Expressive Arts and Design** known as the 'SPECIFIC' areas.

There are also three 'Characteristics of Effective Learning':

- **Playing and Exploring** – children investigate and experience things, and 'have a go'.
- **Active Learning** – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.
- **Creating and Thinking Critically** – children have and develop their own ideas, make links between ideas, and develop strategies for doing this.

The characteristics of effective learning examine the **way** your child learns rather than the content of the curriculum.

Our educational programme is shaped by the seven areas of learning and we value and praise achievements across all the areas. At the end of the year every child is assessed against the 'Early Learning Goals', which summarise the knowledge, skills and understanding that all young children should have gained by the end of their first year at school.

DAY TO DAY INFORMATION

When children enter Reception, they are beginning full time school. Some children will 'bound' into the classroom with confidence and enthusiasm and be eager to explore, while others may be more cautious, preferring to observe activities rather than participate. We respect that each child is different and during the settling in period we take the lead from the individual to ensure that the transition is a happy and positive experience. For these reasons we would ask parents to discuss their child's specific needs with us ahead of them starting school.

The structure of the day is as follows:

8.00-8.25	Arrive
8.25	Registration
8.30-10.30	Session (including morning snack)
10.30-11.00	Playtime
11.00-11.55	Session
11.55-12.30	Lunch
12.30-1.10	Playtime
1.15-3.30	Session (including afternoon snack)
3.30	Finish

Wraparound care is available before and after school comprising of Breakfast Club (7.30-8.00am) and After School Club (3.30-4.00pm; 4.00-5.00pm; 5.00-6.00pm). Breakfast Club and the late session of After School Club are charged - please ask for details regarding these if you need them.

FAQs

- **How will I register my child each day?**

On arrival please sign your child in on the sheets provided indicating what time you have arrived and what time you intend to pick up.

- **What happens at the end of the day?**

At 3.30pm we ask parents to wait by the picket fence outside the Pre-Prep playground. If for any reason you are held up and know that you will be late to picking up your child, a phone call or email to the office, or an email to the class teacher is helpful. If we have not received authorisation, we will not allow your child to leave with another person. At approximately 3.35pm we will pass your child to After School Club staff and they will add your child to their register. This is free until 5.00pm and charged between 5.00-6.00pm.

- **How will I be able to support my child's learning?**

Each term we base the children's learning around a different topic, for example 'Let's Have Fun with Stories' or 'Our Wonderful World', and all seven areas of learning are covered within each topic. The Pre-Prep Newsletter and posts on social media (Facebook and Instagram) provide an excellent starting point for chatting to your child about what they have been up to each week.

During the first half of the autumn term the children will begin to learn the letter sounds and will bring home 'sound' flashcards to practise. Later in the term (and this will be at different times for different children) they will start bringing home reading books to share with you. It is vital at this stage that the children enjoy their work. They have a full day at school and might be tired by home time and, if this appears to be the case, we always advise you to save their sounds work/reading for another day.

- **Swimming Lessons**

Reception children have swimming lessons in the on-site pool during the summer term. Some children are water babies and already competent swimmers, others need confidence to test the water, so lessons are designed to meet differing needs, with high staff:child ratios.

The children should have a named black swimming costume or trunks (as specified on the uniform list), a school swimming hat, goggles and a towel. Some children like to wear a wet suit to keep them a bit warmer or a rash vest to protect them from the sun and both are permitted. Suitable footwear (crocs or flipflops) to wear to and from the pool is also helpful. Changing for swimming really begins to test independence, particularly in getting ready quickly and looking after personal belongings but, of course, the teachers are on hand to make sure everything runs smoothly!

- **Where can I buy my child's uniform?**

As part of the school's welcome information all new children receive the school uniform list.

All new school uniform is available to buy online until the end of August through our uniform supplier Monkhouse (www.monkhouse.com). However, as we are in a transition period, Monkhouse will no longer be supplying beyond this date. You can currently go online and order anything you need or you can contact Lucy Minter, our second-hand uniform shop volunteer and parent (lucy.minter@hotmail.com). The current uniform will remain in circulation for the next two years, irrespective of any changes being introduced.

Ballet kit

There is an option for Reception children to join ballet lessons during a lunchtime playtime and these are taught by a visiting dance specialist. For these boys wear their PE kit and black ballet shoes and girls wear either a ballet leotard, ballet shoes, ballet socks or tights and a bolero cardigan or their PE kit.

- **How will my child celebrate a birthday?**

We like to help children feel a little bit special when it is their birthday. For this reason, children are allowed to wear their own clothes on the day. If a birthday falls at the weekend or in a holiday then children may wear their own clothes on the nearest school day. There is a weekly birthday assembly which allows us all to celebrate together.

You are welcome to send in a cake (or something similar) for the children to share at snack time. Alternatively, a cake may be ordered through the school by contacting the school office. Please do remember our school's policy of 'nut free' foods only.

- **What will my child have to eat during the day?**

Morning and afternoon snacks are provided each day. Milk is offered as an alternative to water in the mornings if the children would like it and plastic cups are provided.

Lunch is the main meal of the day and is prepared and cooked by the catering staff in the school kitchen. High quality ingredients are used and special diets, such a gluten or dairy free, are catered for. A vegetarian option is also available. There is a three-week rolling menu which is displayed in the Reception classroom, as well as being posted on the school website.

The children sit on 'family tables' with Year 1 and 2 in a 'family style' and are supervised by Pre-Prep teachers and teaching assistants. Every child is given a choice about the amount of each food type they would like and are encouraged to eat a little of everything on offer. They may choose the daily dessert or a yoghurt to complete their meal. Staff sit facing the children

whilst they eat and food is cut up to a size that is right for each child's age and size to help prevent choking. Good table manners are modelled promoted and, from the earliest age, we encourage children to use a knife and fork and to feed themselves. It is helpful if you can also practise this at home.

Children who stay at school for After School Club beyond 4.00pm are provided with an additional light snack.

- **How will teachers feedback information about how my child's learning is progressing?**

We have Pre-Prep parents' meetings in the Autumn and Spring terms and provide written reports during the year as well. Reception children have an additional parents' meeting at the end of the summer term where their Foundation Stage profiles are shared. In the meantime, please do not hesitate to speak to us about any worries or concerns you or your child may have, however small they may seem. We appreciate how important the little things are! We are usually available at the beginning and end of each day, or we can arrange a mutually convenient time to chat.

- **What if my child is struggling or naughty?**

If we feel that your child needs extra support of either an academic or pastoral nature, we will contact you to talk about it. Many problems can be resolved quickly and without much intervention. If we become more concerned, we are able to discuss individual children with our SENCO (Mrs Hannah Rogers). We will be guided by her if outside agencies need to be involved.

- **What if my child is injured or ill?**

If you need to keep your child at home because of illness, we ask that you to telephone or email the office before 8.30 am. Please note that they need to be off school for **48 hours** from the last incident if they have had diarrhoea or vomiting. If your child becomes ill or suffers a serious injury at school, he or she will be taken to the duty matron who will contact you and make arrangements for you to collect your child. If a minor injury is sustained matron will tend to your child. You will be sent an email giving details of the accident and any action taken or medication given. If your child has regular medication such as an inhaler, or they need a course of antibiotics, we will ask you to fill in a permission form so that we can administer the medicine when necessary.

- **How will I complain if I am dissatisfied?**

We hope that we are able to avoid the need for complaint by asking you to raise any problems as soon as they occur. The class teacher should be approached in the first instance. If necessary, the Headmaster (Mr Simon Head – headmaster@chafyngrove.co.uk) can also be involved. If your complaint should be more serious and concern a breach of a school contract, the full complaints procedure can be found on the Chafyn Grove website. Should your complaint be concerning the school failing to fulfil the EYFS requirements, you are invited to contact Ofsted or ISI. Our Complaints Policy can be found on the class notice boards or details of how to go about this can be obtained from the school office.

- **Where can I find out more information about Chafyn Godolphin?**

The Chafyn Grove website (www.chafyngrove.co.uk) has lots of additional information about the school, including some of the school policies. If you wish to read any policy which is not on the website, please ask a member of staff. Each class has a parent who acts as a representative in the School/Parent Forum (Parent Reps). They can be a helpful lifeline to new parents, often answering little questions you may have, and also organise social events so that you can get to know everyone in the class. The Parent Reps should in touch over the summer holidays.

More specific information about the EYFS may be found on the Department of Education website www.education.gov.uk or the Wiltshire website www.wiltshire.gov.uk.