



# PENSBY PRIMARY SCHOOL

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Headteacher: Mrs K Brown

## Welcome to Reception 2016!

When your child starts in Reception in September they will be looked after by several staff, including Miss Grant (Class Teacher), Mrs Jones (TA) and Miss Bennett (TA). During the first few weeks as your child settles into the new routine we will assign your child with a Key Person - a pastoral role which offers support and communication to families of children in Early Years settings. As always, if you wish to speak to the Class Teacher - this is always possible.

We follow the Early Years Foundation Stage curriculum, which is a play based curriculum focused on holistic methods of teaching and learning. There is a careful balance of structured play based activities and adult led learning - focused on enhancing each child's independence skills and academic progress. Each child is encouraged to learn and develop at their own pace and differentiation is utilised throughout the setting. You are the most influential learning experience in your child's life and we aim to work as closely as possible with families to share information and build up a whole picture of your child. Their experiences at home or at other settings can be recorded and shared in their 'Learning Journey', a tool we use to improve our own assessments within the classroom. We are now using electronic Learning Journeys which you will be able to access from home - you will receive login details for this when your child starts school. You will also access your child's school reports this way too.

During the first week of school - we will help and support your child to settle in to the new school routine. The Class Teacher will accompany them to the hall when they have their lunch and they will also be assigned a Year 6 Buddy, who can help look after them during the times they are outside the classroom. Midday Supervisors are also sensitive to the needs of the children, we offer an Active Playground scheme at lunchtime - providing structured games and activities run by Playground Leaders.

### Cashless Payments

We have a cashless school office but you can use an online system to pay for school dinners, trips, uniform, clubs and the before and after school facilities. The online payment system can be accessed via a PC, laptop or smartphone therefore making it accessible for virtually everyone.

You will all receive a letter giving you full details of how to set up your online account. This letter is generated to supply you with your own individual 'Link Code' to do this. When these letters are sent home, you will receive a text informing you it is on its way. Current Nursery children will already have one of these; children new to the setting will receive a letter in September.

School uniform is also available through the school website from Goodies Uniform Supplies. You can request this to be delivered to either the school or your home address. The website is

[www.goodies.co.uk](http://www.goodies.co.uk)



If you are eligible for Free School Meals your uniform will be half price. You will need to contact the school office for information on how to receive this discount and apply for Free School Meals. More information on this is given below.

### **Universal Free School Meals (UFSM) and Free School Meals (FSM)**

The children in Reception, year 1 and year 2 are now eligible and taking their UFSM. A reminder to families of these children, that if you apply and are accepted for 'Free School Meals' you will be entitled to discounts on school uniform, trips and other school events. Parents and guardians are entitled to FSM if they receive:

- Income support, or
- Income based Jobseekers Allowance, or
- Guaranteed Pension Credit, or
- Child Tax Credit with a total annual taxable income of less than £16,190 and are NOT receiving Working Tax Credit, or
- Have successfully obtained asylum status, or
- People who claim income related Employment and Support Allowance, or
- Universal Credit

More information can be found on the Local Authority website through the link: [www.wirral.gov.uk/free-school-meals](http://www.wirral.gov.uk/free-school-meals) and the school office staff can also help you with this.

### **Routine**

School starts at 8.50am although the doors open at 08.40am, you are welcome to help your child into the classroom, encourage them to put their things away in the appropriate place and discuss any messages and/or questions with staff to begin with. Please enter through the main gate and wait in the Reception playground for an adult to open the door. Lessons begin at 08.55 at prompt - with whole school Mental Maths, if you arrive after 08.55am you will be asked to wait in the Reception lobby with your child until Mental Maths has finished at 09.10am in order to prevent the class being disturbed. Toast is also available which the children receive before morning play; this is 75p per week which you pay for online. A water bottle to be kept in the classroom is also very important. We do not have a water fountain in the classroom - therefore a clearly labeled water bottle is essential. You can also pay for milk online. School finishes at 3.20pm, the children will line up outside the classroom. We will not let them leave unless the staff see a recognised adult, they must receive permission from a member of staff before they leave. If your child is being picked up by somebody other than yourself you must give prior notice to the school. If you are late collecting a child please let us know as we can be flexible. However, persistent lateness may incur charges from the on-site after school club. The school operates a drop off system which is used by older children. However, if you need to park your car and accompany your child to school please park considerately, there are regular Patrols in the area and parents have been issued with warnings and tickets. There is an on-going reward system for children who walk/ scooter or ride their bikes to school.

### **P.E**

The class takes part in physical activities daily in the Early Years setting - using the outdoor area come rain or shine! Therefore it is important your child has a coat and suitable footwear. The class also take part in 1 P.E lesson in the school hall each week - a suitable P.E kit with all items labeled in a pump bag needs to remain in school throughout the  $\frac{1}{2}$  term (Black shorts/joggers, white t-shirt and pumps). This can be taken home and washed at the end of each half term. We cannot stress the importance of labeling all items of uniform - with so many items the same and children not totally able to look after

their possessions reliably at this young age it is important to label all clothing. Now is the time to start practicing with your child getting changed as independently as possible.

### **Illness/medication**

If your child is ill and cannot attend school, please ring the school office and leave a message as soon as possible. Medications are able to be administered in school once per day; you will need to complete a medical form first. Only medications with prescription labels are allowed. We cannot administer medications that have been decanted into other bottles for example as we need to ensure the medication is correct and in date. If your child bumps their head or sustains a serious injury in school you will receive a phone call or text depending on the severity, it is therefore important we receive full and up to date contact details.

Included in your pack is a one page profile. Please take the time to fill this in and discuss the questions with your child and return when your child starts school.

For further information including school policies and forms, please visit the school website:

<http://pensbyprimaryschool.org/>

### **September 2016**

At Pensby Primary we work in partnership with parents and have for the past few years consulted with families regarding how they want their child to start school in Reception. We therefore now assume that each child will start Reception together, full time starting this year on Tuesday 5th September 2016. However, you may feel your child will need a phased transition into Reception class - if so can you please contact the school office to arrange this with the class teacher, we will be happy to support your child's needs.

Thank you for taking the time to read the enclosed information, we look forward to an exciting new year in September!

Miss Grant  
Mrs Jones  
Miss Bennett