



ST JOHN'S CE PRIMARY SCHOOL

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WELCOME TO RECEPTION

Information Booklet

Dear Parents/Carers

As your child will be joining our Reception Class, please see the following school information.

School Times and Intake Procedure

At St John's the school day for Infants is from 8.50am until 3.20pm.

When starting in YR we have a system of staggered intake in September where children are slowly eased into the whole school day. This means that children start school over three days in groups of ten at a time. You will be given your child's start date separately. As you are aware, the change from nursery/home setting to Reception Class is a very important time for each child and we feel this system will help to ensure that the transition is as easy and upset-free as possible.

We are conscious that children may need longer than usual to settle after a prolonged period of being at home over the summer holidays. We will be flexible and patient as children may need extra time when separating from their parents/carers. Coming to school straight away full time can be challenging and we would like all children to view starting "big" school as a joyful event. Young children can get very tired at the beginning of the school year and for this reason we offer a staggered start to counteract some of this tiredness. We also understand that new routines take time to establish and therefore it will always be our priority to introduce children to school life in a positive and controlled way. For example, eating with other children in the dining hall and going out to playtime with the whole school can be a daunting experience. By gradually easing the children into these new routines rather than doing everything all at once, we hope that the children will find them a positive experience without any distress.

The Reception Curriculum

The Reception class is a part of the Early Years Foundation Stage which is a curriculum

for Nursery and Reception (ages 3-5). Each half term, EYFS staff introduce a new theme to provide inspiration for learning, whilst providing the flexibility for children to follow their own interests and ideas. Children learn through a balance of child-initiated and adult-directed activities. We promote a love of learning through real life experiences and opportunities to build on prior learning.

Lining Up

Please wait with your child on the playground by the ramp up to the YR entrance. Parents and carers are welcome into the classroom at the beginning of the school day within the first few weeks of school in order to settle their child. From around Week 3 onwards, your child will come in and begin their day with a morning circle time with one of the Reception staff. We will ask you to say your goodbyes at the door so the children can settle into their daily routine. There will always be a member of staff available to talk to at the start and end of each day.

Please **do not allow** your child to play on any of the school playground equipment before or after school.

Lunches

Hot school dinners are available for all Reception children for free. Children may bring in a packed lunch, if after the first few weeks they are unhappy with the school meals. We suggest a pack lunch to include a sandwich or roll, yoghurt, crisps or a biscuit, a piece of fruit and a drink which should be in a small flask or carton (no glass bottles or cans). We are a healthy school and encourage parents to provide a healthy packed lunch (no sweets or chocolate). Except for the first few weeks of YR, children may change from school dinners to packed lunch (and vice versa) within a fixed notice period prior to the end of each half-term.

St John's is a nut free school as we have children with severe nut allergies. Please do not allow your child to eat anything containing nuts on the premises. If your child is bringing a packed lunch, please make sure the contents are healthy and nut free.

Snacks and Lunchtime

Each day we have milk or water and fruit available for all the children. As part of the national fruit scheme, every child is also given a piece of fruit every day, e.g. banana, apple, satsuma or pear. Children are able to bring in a named water bottle to drink from throughout the day.

At lunchtime the children eat lunch in the dining hall and then play on the playground. We have our lunch playtime on the school playground with the Y1 and Y2 classes. This offers an opportunity for all the Infant children to socialise and play together. Children can use small equipment (e.g. footballs), the climbing frame and activity trails, as well as enjoy their own 'made up' games. We have a staggered Infant and Junior lunchtime where there is a short overlap when all the children are together on the playground. A team of Meal Time Supervisors are responsible for the children and they ensure that everyone has a happy lunchtime.

Swimming

Reception children swim for a half an hour session once a week. Children are only excused from swimming if they have a doctor's note and the general rule is 'if your child is well enough to attend school, they are well enough to swim'.

Uniform

St John's is a uniformed school, enclosed is a uniform list for winter and summer and we ask that you would follow this closely. Items are available from Braggs in North Finchley and we also hold regular pre-loved uniform sales.

Children in YN and YR have a different uniform to Y1-Y6. Please ensure your child's jumper has a light blue logo and not the white logo which is used for the main school PE kits. Coats need to be blue or black. We go outside in all weathers so please make sure your child is appropriately dressed.

It would be helpful if you could practise manipulating buttons, zips etc. with your child, so they can be as independent as possible at changing for swimming.

Please ensure all items of clothing are clearly marked with your child's name.

We do not allow children to bring in toys from home.

Hygiene, Medication and Illness

It is expected that children can tend to their own toileting needs and are well practised at flushing the toilet and washing their hands. Welfare Staff are employed at the school to assist with any medical, welfare and social concerns you may have. Also, the staff in Reception and Nursery have Paediatric First Aid qualifications. If your child needs medication during the day, please let the office know and ensure the appropriate forms are completed. If your child requires regular medication during the day, e.g. an asthma inhaler, please let us know so they can keep it at school. Please do not send your child to school if they have been unwell before school, it can make children feel very vulnerable and uncomfortable. If your child has suffered from vomiting or diarrhoea they must stay at home **for at least 48 hours** from the last episode before you can bring them back to school.

Please note the following information which the Governors have decided, having taken advice from medical practitioners:

"Children who are on antibiotics should be discouraged from attending school for the first few days of their treatment, as it is felt that children who need such medications are not fit to attend classes. If a child has recovered enough to attend school during the latter part of a course of antibiotics, welfare staff should not be expected to administer these medications. Either the child should be given the daily dose of medicines outside the school hours, or if necessary, the parent/carer should arrange to bring the antibiotics to school and administer it to their children themselves. Medical advice states that it is preferable to adjust dosage around the school day. No commercially available medication will be administered at school. If medication is required in school, you will need to complete a form and hand it to the School Office, together with the medication. Do not leave any medication/creams with the children.

Cuts and grazes are treated with water and sticking plaster and ice pack if needed. No painkillers will be administered. Any medication which the Headteacher has agreed to being used for the care of individual pupils is securely stored and access should be restricted. These guidelines follow recommendations made by the Education Authority."

Start and End of School Times

If your child is to be collected by an adult not known to the teacher, it is the responsibility of the parent/carer to inform Reception Staff. In the event of a parent/carer being delayed to collect their child, no other adult should take the child off the premises without first consulting the school. Please also telephone to let us know if you are running really late.

Parents/carers leaving and collecting their children should not park in dangerous positions, or too close to the school. Please observe the parking regulations around the school at all times, be courteous to our neighbours and do not park on driveways - parking is regularly monitored.

Lateness

If you arrive after the session start time, please report to the School Office so your child can be marked in the register and sent into their class.

Absence

If your child is unwell or unable to attend school, please send a message explaining the reason for the absence using the Teachers2Parents texting system by 9.30am.

Special request for leave of absence

Permission to take your child out of school during the term time must be sought in advance from the Headteacher. Please complete and submit a 'special leave' form, available from the school office. Parents/carers are expected to book holidays during school holidays and not during term time.

Outside area

Our outside classroom is also the main entrance to the school buildings. Before and after school children (including siblings) are not be allowed to climb fences, gates or play with any of the outdoor school equipment.

Please also note that any pre-school aged children on the premises are entirely the responsibility of the adult accompanying them.

Library books

Each week we have a library session where the children are able to borrow two books from the classroom. Please purchase a book bag for this much loved activity.

Contact details

If your contact details change, e.g. email address or phone number, it is important that you inform the School Office promptly so we can contact you in case of an emergency.

Birthdays

We like to celebrate every child's birthday on their special day. To mark their birthday, you may donate a book to our class library which will be marked with a special message in the inside front cover. As we have a healthy eating policy, we do not give out cakes or sweets. If you wish to, you may do this outside the classroom after school. Please do not bring anything that may contain nuts.

Other Important Information

To cover the cost of consumables, e.g. gardening, playdough and cooking ingredients, we ask for a small voluntary contribution - currently £7.50 each term. Your support in this way is greatly appreciated. You are able to pay this via SchoolMoney (Eduspot) app.

Your child will have a special book to record their learning journey. You will also be invited to parent evenings to hear about your child's progress and achievements.

We sometimes take the children on outings and educational visits and welcome any parents/carers who wish to accompany us.

We keep a stock of spare underwear and clothes in case of accidents. Please wash and return borrowed items as soon as possible after use.

Young children can be affected by any change in their circumstances, such as moving house or a family bereavement. It is helpful for the staff to know of any significant event so that they can support and reassure where necessary. Any information provided is treated in the strictest of confidence.

Governor's Maintenance Fund

St. John's is a voluntary aided school; because of this status we receive no funding from the local authority for the upkeep of school premises. The governing body therefore makes an annual payment to the London Diocesan Board for Schools Maintenance Fund for each pupil attending the school. By doing so, the LDBS supports building projects in our school which we would otherwise be unable to afford. We have benefited from this on many occasions and this has most recently included 'six figure' repairs to our flat roof and hall ceiling and the installation of new gas boilers. Such expensive projects would be beyond the scope of our school to fund from the school budget alone. For these reasons your voluntary contributions are essential and without them the school would fall into disrepair and closure.

Our children are also very lucky as they have the benefit of weekly swimming lessons in our school pool; this comes at no cost to parents because it is also funded by your donation to the governors (your annual donation would not cover the cost of swimming lessons outside of school for even one term!).

We therefore ask parents to make a voluntary contribution to our governor maintenance fund. This contribution is £14 monthly or £168 annually per pupil. Parents can make these contributions via our SchoolMoney (Eduspot) app.

Partnership with Parents/Carers

Newsletters from the Headteacher are posted on the school website regularly to keep you informed about events and important dates. Class knowledge organisers are uploaded to Google Classroom at the start of every term explaining themes for learning and general class information. We also write a weekly How to Help newsletter which lets you know what your child has been learning throughout the week, what the learning will be next week and any upcoming dates for your diary. This goes onto the Reception Google Classroom page on Friday afternoon.

We are sure your child will enjoy their time here at St. John's but if, for any reason, you have any queries, please do not hesitate to contact us.

The Reception Team ☺

Last updated: June 2023