

Starting School at Hampton Hargate Primary School



- *“Leadership of the early years is outstanding and provides clear direction to ensure that the quality of teaching is at least consistently good.”*
- *“Children in Reception make outstanding progress because all adults are focused on developing their speaking and writing skills, phonic knowledge for reading and mathematical understanding.”*
- *“Teachers plan learning that interests the children, using a highly stimulating environment well to improve their experiences.”*

OFSTED

Welcome to Hampton Hargate Primary School

Registering your child at their first school is always a big step and I am delighted that you are considering sending your child to Hampton Hargate Primary School. If your child is offered a place, I hope that your child has an enjoyable and fun time with us and that they develop a wealth of knowledge and skills, both inside and outside of the classroom during their primary years. I look forward to meeting as many of you as possible throughout the 'New Intake' process. There is a lot of information to take in as your child starts school. Please do not hesitate to speak with one of the team if you have any questions.



Mr Andy Lyons
Headteacher

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Headteacher



Thank you for considering Hampton Hargate Primary School. The Reception teachers and Teaching Assistants (TAs) are here to make your child's transition to school as seamless as possible and we are always willing to answer questions or give advice to help this transition, should your child be offered a place. Once your child has started school please feel free to talk to your child's teacher or TA whenever you have a query, question or comment to make. Before your child starts school please feel free to contact Mrs Arora through the School Office. We look forward to meeting both you and your child and getting to know you.

Mrs Rebecca Arora
Early Years
Foundation Stage
Team Leader

Mrs Rebecca Arora
Early Years Foundation Stage Team Leader

What our Reception children think about school

I like drawing numbers.

I like cutting and
sticking.

I like playing with
my friends.



What does my child need to wear?

At Hampton Hargate we do ask that you please help us to help your child settle into school by making sure that they come to school in the correct school uniform when they start school in September.

Our school uniform is

- White polo shirt
- Grey skirt or trousers
- Maroon jumper or cardigan
- Black shoes

Clothes for indoor PE

- Plain white t-shirt (t-shirts with school logo are available)
- Black shorts

Clothes for playing and learning in the outdoor area

- Wellington boots (an optional uniform item to protect your child's school shoes in the winter months)
- Coats or raincoats (coats and fleeces with the school logo are available)
- Scarf, hat and gloves during the winter months
- Baseball cap or sun hat during the summer months (baseball caps with the school logo are available)

Spare clothes to keep in school - Please can we ask that all children always have a spare set of clothes in school. Spare clothes **do not** need to be school uniform items and should be kept in a clearly labelled bag on your child's peg in case they have any accidents in school

- Underwear (socks and pants)
 - Spare t-shirt(s)
 - Spare shorts, trousers, skirt(s) or dress(es)
 - Spare jumper(s)
 - Spare shoes, trainers or plimsolls
- **Please remember that ALL items of clothing including coats, shoes, wellington boots and spare clothes should be clearly labelled with your child's name.**
 - Full school uniform listings can be found following the uniform link on our school website www.hampton-hargate.peterborough.sch.uk
 - Alternatively, please visit our uniform supplier's website direct. www.totalclothing.co.uk



Who will work with my child at school?

Your child will come into contact with a number of adults whilst they are at our school - their own class teacher/s and TAs, other teachers and TAs, the Headteacher, and other Senior Leaders the Office Staff, the Lunchtime Supervisors, Site Manager, cleaning staff, school nurse etc.

The main people in a Reception child's day at school are their teachers, TAs and lunchtime supervisors. Your child will also be assigned a 'Key Person' in September, either their teacher or teaching assistant. Further information about the 'Key Person' and their role is given below.

Teacher

Each child will have a class teacher or teachers who are responsible for the class. Their teacher/s will:

- plan activities
- prepare resources
- assess and monitor your child's progress and development
- report to you at Parents' Evenings and by writing a school report
- be responsible for your child's welfare
- nurture your child whilst they are in their Reception class

As well as their own class teacher/s, the children in Reception will work closely with the other Reception teachers during their Reception year.

Teaching Assistant (TA)

Each class will have a TA who works alongside the class teacher and children in every aspect of the school day from preparing learning resources to contributing to assessments; from meeting and greeting parents to working with groups of children. TAs will also be responsible for your child's welfare and nurture your child whilst they are in their Reception class. As well as their own TA, the children in Reception will work closely with the other Reception TAs during their Reception year.

Lunchtime Supervisors

Lunchtime Supervisors will care for and look after your child at lunchtime. Their duties include:

- looking after the children in the school hall
- helping children to cut up their food or open any packets in their lunchboxes
- administering First Aid at lunchtime
- supervising and interacting with children during their lunchtimes
- liaising closely with the teachers and TAs if any lunchtime issues arise

Key Person

The Early Years Foundation Stage guidance makes it statutory for all children in Reception classes to have a key person. The role of the key person is to support not only your child but you and your family as well. Research has suggested that having a key person enables a child to build up a strong relationship with a particular adult, which in turn enables them to feel safe and secure and have someone they know they can depend upon.



Starting School - what will happen?

-  In September your child will start school on a part-time basis for the first few weeks. This will help the children to settle into their new school routines and become familiar with their new environment, school staff and new classmates. As part of this gradual intake, we would like the children to stay at school for a school dinner before they attend school full time.
-  When child starts school, we will invite you to a '**Welcome Meeting**'. At this meeting we will provide you with information about your child's learning during their first year at school.
-  During the autumn term, we will invite you to a '**Stay and Learn**' session. This session will have a phonics theme to it. We will show you how we teach phonics to your child and how they then use their phonic knowledge in their reading and writing. You will receive more information about this when your child starts school. This session is incredibly important as it will provide valuable information on how helping your child at home has a significant, positive impact on their work in school.
-  In October, you will be invited into school for your child's first Parents' Evening. This will be a chance to talk to your child's class teacher/s about how they have settled into school and how they are progressing. We actively encourage parents to attend Parent's Evening.
-  You will also receive an invitation to the Reception Christmas performance in December, your child's class assembly during the spring or summer term and sports day in the summer term.
-  All Key dates for the school year are on the school website and in Newsletters. We would encourage you to check the website and Newsletters and put these dates in your diary so you do not miss anything.



What is my child's daily routine like?

Daily routine

During the school day the children will be able to choose from a range of child initiated or adult led activities. The teachers and TAs will encourage the children to choose from a range of different experiences both indoors and outdoors.

At all times the children will be supervised by the Reception staff but the level of adult involvement in their playing and learning will vary from day to day and activity to activity. Some activities will be completely child initiated including the children choosing to access particular resources and activities; some activities will be adult guided or led and will include the teaching of new knowledge or skills and some activities will have a balance of child initiation and adult support or guidance.

During the day the children will have the opportunity to use our outdoor learning environments, which present a different range of experiences, activities and challenges to the indoor learning environments of the classrooms. Our outdoor areas are exclusively used by Reception children during the day and are a safe, enjoyable, interesting learning environment, supervised by adults at all times.

Some aspects of the school day will take place away from your child's classroom or the Reception unit:

- **Snack times** - during their Reception year the children will be able to play on the main playground at snack time. Occasionally they will play with the children in years one and two at playtime but for the majority of the time our Reception playtime will be separate. This will be staggered until the children are settled into their routine at school.
- **Lunchtimes** - at lunchtime the children will eat in the school hall. The lunchtime supervisors will supervise the children while they eat and while they play. They will also be around to deal with any worries or concerns and to interact with the children at lunchtime.
- **Assemblies** - during the autumn term the children will initially go to the hall as a class, before being introduced to year group, key stage or whole school assemblies. Assemblies are a chance for large groups of the school to get together to learn about a weekly theme or celebrate the successes of pupils in school.



Snack times and lunchtimes

At snack times and lunchtimes children have a break from their classroom and a chance to play and socialise with their friends and peers. In Reception, the children's experience of snack time will be staggered and initially they will have snack time with children in their own class, before they are integrated with the children from the other Reception classes. Lunchtimes will also be staggered to enable the children to settle.

Snack Times

- Your child will need a small snack for playtime
- A snack should consist of something healthy to eat - **NO** sweets, chocolate or crisps please
- A cereal bar, portion of cheese, fruit or snack bar makes an ideal snack
- Snacks should be placed in a clearly labelled bag or small plastic box
- Fresh fruit is provided by the school and is available for the children every day
- **Please note for the safety of all children and staff with allergies, we are a NUT FREE school and nut products MUST NOT be brought into school in any food type**
- Snacks should be put into the classroom snack box each morning at the start of the school day

School Milk

- This is provided free of charge for all children aged four and can be purchased for children from the age of five
- You can apply for milk for your child via our school milk provider (details were sent out in your application packs but are also available from the School Office)
- Please note that applications and payments for Cool Milk should not be sent to the school
- Milk will be given to children (whose parents have applied for it) during morning snack times

Water Bottles

- We encourage you to send a plastic water bottle, preferably with a sports cap, into school every day for your child
- Your child's water bottle will be available for them to drink from in the classroom at all times

Lunchtimes

- At lunchtimes your child will be able to have a packed lunch, which they bring from home, or a hot school dinner, cooked daily in the school kitchen
- Lunchboxes sent from home should be clearly labelled with your child's name and left on the lunchbox trolley at the start of each day
- Lunchtime supervisors supervise and assist your child with anything they require.
- You will be able to view the lunchtime menus online on ParentPay and pre-order them for your child
- If you do not pre-order a specific meal for your child's lunch, they will not receive a choice and will receive a jacket potato with filling.



When will my child attend school in September?

In order to make the transition into school as smooth and enjoyable as possible, we have established a progressive induction programme for the first three weeks of school. This part-time timetable will help the children to settle into their new school routines including meeting their teachers and TAs, adapting to life in their new classroom and outdoor area and getting to know their new classmates.

We would like your child to settle into school life and the routines at Hampton Hargate Primary School as quickly and as happily as possible, therefore we appreciate your support in establishing these routines as early as possible. We have found the following strategies have benefited children and parents in the past:

- Dropping your child off on time allows them to come into the classroom feeling relaxed, be ready for the day's activities and see their friends.
- Encouraging your child to hang up their coat and put away their book bag and snack box on their own.
- Arriving at school at least five minutes before the end of your child's session to collect your child promptly and avoid them feeling that they have been forgotten.
- When you collect your child and when at home, talking with your child about their day and be as encouraging and positive as possible.
- Sharing any concerns you may have with your child's class teacher as soon as possible – we operate an "open door" policy at Hampton Hargate and are always willing to discuss any queries or concerns you may have. Please talk with us rather than posting issues on Facebook. Negative and/or inappropriate posts on social media will not be accepted and will be challenged which may result in Local Authority, police or legal action.
- Please ensure that all of your child's clothing and personal belongings e.g. shoes, water bottle, book bag are clearly labelled with your child's name. This will ensure that any misplaced items are returned to your child as quickly as possible and therefore minimise their distress.



What will my child need to bring to school?

Once your child starts school in September there are various items that they will need to bring to school on a daily or weekly basis. Other items may be required on set days or may be left in school over a longer period of time.

<u>Your child should bring into school every day:</u>	<u>Your child should bring into school every week:</u>
<ul style="list-style-type: none">• Book bag• Reading book• Reading record• Dialogue book (Please ensure that you hand your child's Dialogue Book to their teacher or TA if you have written in it, or place it in the dialogue basket at Swans Breakfast Club if your child has a place)• A healthy snack• Water bottle• Lunchbox• Appropriate outdoor clothing - from a coat, hat, gloves, scarf in the coldest part of winter to a sun hat and sun cream in the middle of summer.	<ul style="list-style-type: none">• PE kits <p>Other items to bring: A bag of spare clothes must be left on your child's peg at all times. These need to be replaced if your child needs to change following an accident.</p> <p>Wellington boots should be left in school for outdoor use and be clearly named.</p>



How will my child's progress be monitored at school?

Observations

During the school day the children will be able to choose from a large range of child- initiated or adult led activities. Whilst the children are playing and learning at these activities, the teachers and TAs will be observing the children and recording their observations in different ways. These observations will be recorded using our online Learning Journal and will feed into the teacher's assessments of each child, which will be monitored throughout the year. Information on the online Learning Journal will be made available to parents all year round.

Snapshot Observations

Snapshot observations are short snippets of information which record what your child does or says whilst they are playing and learning. These snapshot observations will be recorded in your child's online Learning Journal.

Narrative Observations

Narrative observations are longer observations which record what a child says or does over a 10-15-minute period of time. These will also help to build up a picture of 'the whole child' during their Reception year. These are stored in your child's learning book. You will be able to view this at Parents' Evening.

Photographs

Photographs and videos are an extremely useful assessment tool in Reception as they record what a child is doing whilst playing and learning. Any photographs used will be annotated and stored securely in your child's online Learning Journal.

Examples of 'Work'

Some activities the children complete will have a recorded outcome e.g. writing. These examples of 'work' will be annotated and stored in your child's writing book or learning book.

Monitoring and Tracking Progress

All of the observations made during your child's Reception year, along with the teachers' and TAs' professional judgements, will build up a picture of each 'whole child' across all seven areas of learning. The Early Years Foundation Stage (EYFS) curriculum will be used to monitor which developmental stage each child is at during the autumn and spring terms and this will be recorded by the teachers to track your child's progress. During the Reception year the EYFS Profile document will be used as an additional assessment tool and each child will be assessed against the EYFS Profile at the end of their Reception year. Further information about assessing children in their Reception year is available by talking to your child's teacher. Information from your child's online Learning Journal will be passed on to their Year One teacher to assist with Year One planning.



How will I be kept informed about my child's progress?

Autumn Term Parents' Evening

The first Parents' Evening will be held in the autumn term, usually in October. You will be able to arrange a 10-minute appointment with your child's class teacher/s to discuss how your child has settled into school and talk about their attainment and progress so far. There will also be an opportunity for you to look through your child's work.

Spring Term Parents' Evening

Our second Parents' Evening will be held in the spring term, usually in February or March. Again, you will be able to arrange a 10-minute appointment with your child's class teacher to discuss their attainment and progress so far and any areas which require some development during the rest of the year. There will then be an opportunity for you to look at your child's work.

End of Year Report

Towards the end of the year your child will receive a written report about their attainment and progress in all seven areas of learning, along with a general comment from their teacher/s. You will also receive information about whether your child:

- is **emerging** towards the expected level for the end of Reception year;
- has met the **expected** level of achievement for the end of the Reception year in all seventeen early learning goals;

This report will be sent home in July.

Summer Term Open Evening

During the summer term, you will be invited to a more informal open evening which will enable you to come into school to look at your child's work, talk to their class teacher/s about their Reception year and also meet their new teacher/s for Year One.

You will also receive regular updates throughout the year about your child's progress by logging onto their online Learning Journal.

Open Door Policy

Please remember that, whilst we make provision for teachers to inform you about your child's attainment and progress throughout the year, we also operate an "open door" policy at Hampton Hargate Primary School. This means that if you ever wish to discuss your child's progress with their teacher, are concerned about their attainment or progress, are experiencing difficulties with homework or behaviour at home or want to share some of your child's home "WOW" moments with us, we welcome an open dialogue with you and your child's class teacher/s when you bring your child to school or collect them at the end of the day. If you require a longer discussion with the class teacher/s, please do not hesitate to make an appointment with them.



How can I help my child at home?

During your child's Reception year there are many ways you can help your child at home. Your support is appreciated by the staff in school and we find that children whose parents work in partnership with the school regularly make the best progress.

Letter Sounds or "Phonics"

- We teach 3 or 4 letter sounds a week to the children. We send these home so that they can practise them with you. We ask that you hold up the letter sounds like a flash card, and ask the children to say the letter sounds
- We also send home words to reinforce phonic knowledge and to help your child to begin to read. The idea is to point to each letter in the word and encourage the children to 'blend' the sounds together to read the word e.g. s-a-t = sat

Reading Books

- Reading books will be sent home shortly after the children start full time in September
- Please try to read with your child as often as possible - ideally 5 times a week
- Each child will start on our school reading scheme with a 'no words' picture book
- They will then be moved onto books with words at an appropriate point during the autumn term
- Your child will read at school at least once a week to their teacher or TA. Sometimes we have additional adult helpers and 'reading buddies' who come in to school and also listen to children read

Homework

- Homework will be sent home shortly after the children start full time in September
- Initial homework tasks will involve helping your child to recognise and write phonic sounds
- During the spring and summer terms homework tasks will be linked to our topics and will help to prepare the children for their homework tasks in Year One



How will my child be rewarded at school?

We encourage our pupils to be polite, respectful and well behaved at all times. In order to achieve this, we operate a Positive Behaviour Management system at Hampton Hargate Primary School, which strives to reward positive behaviour as often as possible and therefore the need to provide sanctions for poor behaviour as seldom as possible.

Stickers

Children will be given stickers by the staff at school to reward good work, progress and behaviour. Most children like to wear these stickers proudly on their uniform but some children may choose to save these up on a piece of card.

Class Behaviour Chart

Each Reception classroom will have a positive behaviour chart "Good to be Green" which encourages children to behave in an acceptable manner by recording their name in a positive way.

Mini Merits

To encourage and reward good behaviour, hard work, good manners and helpfulness, our school also gives out 'mini merits'. These mini merits can be awarded by any adult in school, (teachers, teaching assistants, lunchtime supervisors etc.) to any child. When your child has collected 10 mini merits they will receive a special bronze award, 25 mini merits they will receive a silver award and 50 for a gold award. When your child receives a mini merit, please keep it in a safe place so they know how many they have received and can look forward to their bronze, silver or gold award being presented in assembly. Please note that we do not expect that all children will reach their gold award each year in school. Over the seven years in our school, each child is likely to receive a gold award two or three times.

Stars of the Week

Each week two children are chosen by their class teacher to be the 'stars of the week' as a recognition for excellent behaviour, kindness and consideration or for working hard in lessons. This award is also announced and celebrated in our Friday achievement assembly. Our 'stars of the week' photos are proudly displayed in the main corridor.

House Points

All pupils are in one of four houses. Pupils can earn and be rewarded with a house point for a variety of reasons, generally based on our 5 C's criteria:

- Caring
- Cooperative
- Courteous
- Considerate
- Conscientious.

We want to reward as many children as possible and this system works on an individual class basis and a whole school basis creating healthy competition between the pupils. The team in the lead is announced each week in assembly and rewarded each term.



How can I communicate with the school?

There are various ways to communicate with the staff at Hampton Hargate Primary School and we actively encourage parents to do so. We always welcome your comments, questions and queries and would like to work in partnership with you for the duration of your child's time with us.

'Open Door' Policy

At Hampton Hargate Primary School we operate an 'open door' policy which encourages parents to come into the classroom and speak to their child's class teacher/s or TAs at the beginning or end of the school day. Obviously, the beginning of the day is a very busy time for us as we are encouraging the children to settle into their morning routine, so we would ask that matters which require more discussion are brought to us after school, once other children have been collected, or are discussed with your child's class teacher via a separate after school appointment. We will always listen to a concern but we may not be able to solve it instantly – but we will address it and discuss with you.

If your child's class teacher or TA is not able to resolve any issues with you, please do not hesitate to contact the Foundation Stage Team Leader, Mrs Rebecca Arora.

Key Person

Please remember that your child will be assigned a Key Person - either their teacher or their TA - and that any issues can be discussed with your child's Key Person.

Dialogue Books

Your child will be given a dialogue book. This will 'live' in their book bag and is a way for you to communicate with us and vice versa. You can write any comments or questions you would like us to know about in your child's dialogue book, particularly if you do not drop them off or collect them from school yourself. Likewise, if you are not picking your child up at the end of the day and there is something we need you to know that has happened at school, we will write it in your child's dialogue book. If you have written in your child's dialogue book please hand it in to your child's teacher or TA in the mornings, so we are aware there is something for us to read.

What if my Child is Unwell?

If your child is unwell, please ring the School Office before 9.00am each day to report your child's absence. Please do not send your child to school if you are in doubt about his or her fitness, particularly where an infection is suspected. If your child has been sick, or has suffered from diarrhea, they need to remain at home for 48 hours before they can return to school.



Thank you!

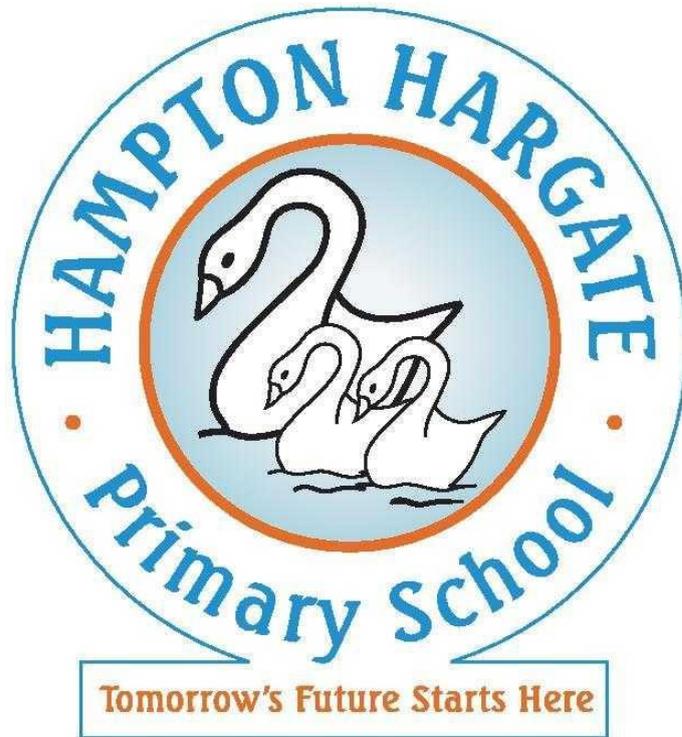
Thank you for taking the time to read this booklet. We appreciate there is a lot of information to take in! Please remember we are always here to help. If you have any questions, please do not hesitate to talk to us.

We very much look forward to working with you and your child.

Mrs Rebecca Arora
Foundation Stage Team Leader

Mr Andy Lyons
Headteacher





Hampton Hargate Primary School
Hargate Way
Hampton Hargate
Peterborough PE7 8BZ

Tel: 01733 296780

Email: office@hampton-hargate.peterborough.sch.uk
Website: www.hampton-hargate.peterborough.sch.uk

