



St Marks Elm Tree Primary



Getting ready to start Reception!



Dear Parents,

Welcome to Reception. This is an exciting time for our EYFS department and we are confident that the new facilities and expanding team of dedicated staff will provide a positive and enhanced learning environment for your child to continue their school life at St Marks Elm Tree.

When your child starts in Reception it may be the first time that he or she has been away from you for any length of time, in surroundings that are quite new for both you and your child. We understand that for many parents this is a new experience, and one that can be an occasion of some anxiety and emotion. We will try to help you and your child to keep the parting cheerful and positive. This way, your child will feel confident, secure and happy as he or she sets out on this new adventure. Your child will be more insecure if he or she thinks that you are upset. We ask that you please try not to hang about near the door or look through the windows as this can make the children more distressed. We are more than happy to give you reassurance that your child has settled in the morning if you do have any major concerns.

As your child becomes more familiar with their new environment and begins to develop relationships with their teachers and new friends we are confident that they will settle down quite quickly and look forward to each new day.

Morning Routine:

In the first few weeks please feel free to bring your child into the cloakroom each morning. It is our aim to help your child to settle in quickly and you are very welcome to help your child with identifying their pegs, putting their lunch boxes away and putting their book bags and dinner money in the tubs provided.

When the children come into the Reception cloakroom they will have a peg with their name and a picture above. Please encourage them to take off their own coats and hang them up. They will have to do this at playtimes and lunchtimes so it is a great help if the vast majority are independent.

The doors open at 8:40am, children are welcome from this time, but must be here by 8.50am. Teachers will do the class register at 8.50am and the school day will begin promptly. Children do not like coming into class late when everyone else is settled and busy. If you are late, please take your child to the main office at the front of the building, so they can enter the school that way without disturbing the class. Please **do not** knock at the closed classroom door.

By the end of the first term (after Christmas) it should no longer be necessary to come into the cloakroom with your child. We would appreciate it if you could leave your child at the door of the



cloakroom with the member of staff welcoming the children that day, so that they can get used to coming into school independently. Any messages can be passed on to the member of staff at the door.

After school Routine

Please make sure that you are familiar with the times of school sessions. At the end of the school day it can be quite distressing if your child finds that there is no one there to meet them when they have been looking forward to seeing you. Please ensure you are there to meet your child at 3:00pm prompt. All children need certainty about who will be there to collect them at the end of their day. If you do arrange for someone else to collect your child please inform a member of staff when you drop them off in the morning and also write it in your child's 'Homework Diary'. The adult picking up your child must have your child's personal password.



Reading and Homework

Your child will be given a 'Homework Diary'. This allows both parents and school to communicate effectively and is a record of your child's reading at home.

Homework is given on a Thursday or Friday of each week and needs to be back by the following Wednesday. This will often include preparation work and information about the following week's topic including what the children will be learning. It is very important to complete the homework each week with your child so they can share their ideas in class the following week.



As I am sure you will agree reading at both school and home is very important. Every Monday we will send an **Independent** book home from our 'Read Write Inc' Phonics scheme or a picture book for you and your child to talk about. You should encourage your child to read some words in the book themselves by 'sounding out' each word with adult support. Initially they may find their new **Independent** book challenging but please persevere. This **Independent** book will be changed once a week (on a Monday). A book for you to **share** with your child will still be sent home daily, this could be used as a bed time story and will be for an adult to read to your child.

Please encourage your child to read at home every night.

Please record that you have read in their reading diary at least 3 times a week as this is the minimum we expect.

If you have not yet done so please buy your child a book bag as this will be used to take items home such as books, letters, homework and anything else your child needs to transport. Book bags can be purchased at the school office.



Clothing and Footwear

Please label all school uniform and any other clothing.

Please make sure your child brings both their indoor and outdoor PE kit every Monday morning. This can then be taken home to be washed on a Friday. Please make sure your child has plimsolls for PE. If your child has long hair please make sure it is tied back securely for school every day.



In EYFS we enjoy and place great educational value on learning in the 'outside' area. Please provide your child with a pair of labelled wellies which can be left in school at all times. If your child does not have wellies to wear they may not be able to join in with outside activities.

Due to the erratic British weather please make sure your child always has a coat with them. Please label clearly.

Water bottles and fruit

Water bottles will be provided for each child and will be kept in school. Your child will have access to fresh water at all times. We will wash and fill the bottles in school daily. Fruit will be provided daily at snack time.

Medical and Allergies

If your child has any medical issues or allergies which you have not already told school about please inform a member of staff as soon as possible. All medication, which must be prescribed by a doctor, should be signed in at the school office and collected from there at the end of each day.

If you have any questions please feel free to contact us via the school office. We will be holding a meeting in the first half term to provide you with further information about the aims of Reception, and all the exciting adventures your child will be experiencing over the next year.

We look forward to meeting you and your child.

Kind Regards,

The Reception Team

Mrs Kidd- Reception Teacher

Mrs Munns- Reception Teacher

Mrs Mason- Teaching Assistant

Mrs Gudgeon- Teaching Assistant

Miss McLurg- Teaching Assistant

