



# Reception Handbook

2022 -2023





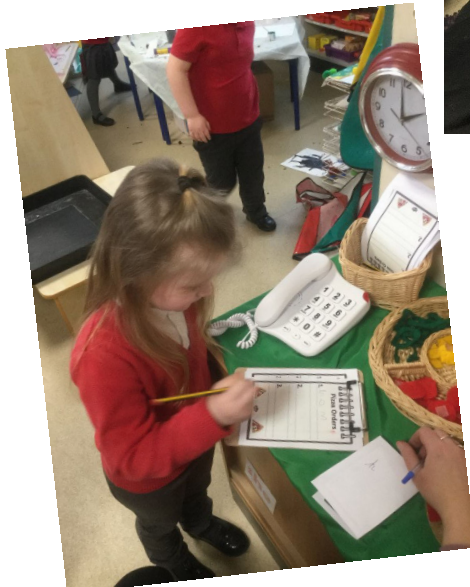
### Contact School

Headteachers: Mrs Beth Medhurst and Mrs Fiona Meer  
Low Ash Primary School, Wrose Road  
Wrose, Shipley, West Yorkshire, BD18 1AA  
Tel: 01274 582927 Fax: 01274 586503  
[www.lowash.bradford.sch.uk](http://www.lowash.bradford.sch.uk)

## Welcome to Reception at Low Ash

We would like to welcome you and your child to our Reception classes. We hope the time you spend with us will be both happy and valuable.

This booklet contains information that we hope you will find interesting and helpful. We look forward to building a good relationship with you and your child.



# The Reception Day

MORNING START: 8.45am  
AFTERNOON FINISH: 3:30pm

## Arrival

At 8:45am, once the school bell has rung you can enter the Reception playground. A member of our Reception staff will open the classroom door. Please ensure your child enters school once the doors have opened. The children will put their coat and lunchbox in the cloakroom and then put their book bag in their tray. A member of Reception staff will always be stood at the door to greet you and your child each morning. You can pass on any messages at this time.

## Breakfast Club

We do have a breakfast club at Low Ash which starts at 8am. Please speak to a member of the office staff for more information.

## Departure

At the end of each day (3.30pm), when we see the children's responsible adult, we will call them to the door (from the carpet) to ensure a safe handover. No child is allowed to go until we have seen their adult at the Reception entrance. Your patience is appreciated at this very busy time as the children's safety is our first priority. Please call school if you think you may arrive late to collect your child or if someone new is collecting your child. If you wish to speak to a member of staff, please wait until all the other children have been sent home safely.

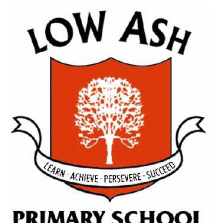
## Contact details

It is essential that you inform staff of any changes in telephone numbers and addresses as soon as possible, to ensure that we can contact you in an emergency, or if your child becomes unwell.



## Attendance

Daily attendance and arriving on time is important to ensure continuity and progression in learning. If your child is unable to attend school for any reason please ring before school begins (01274 582927). We are aiming for over 96% attendance as a school. There are incentives to the most well-attended classes on a weekly basis. We are unable to authorise holidays during term time. Please speak to a member of the office team for further information.





# Reception Curriculum

We follow the Government's Early Years Foundation Stage (EYFS) Framework. This is the stage of development that your child is in from birth until the end of Reception.

Our overall aim is that their early years' experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

We allow our children to learn through experience, planning and resourcing a challenging environment, where children's play can be supported and extended by skilled professionals.

The Early Years Foundation Stage is an important stage in which we lay the foundation for future learning. We provide a broad and balanced curriculum promoting the seven areas of a child's development:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

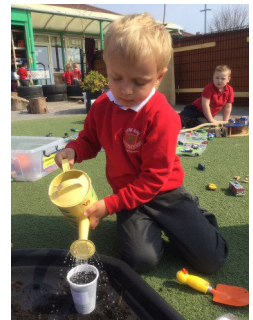
All areas of learning are equally important and interconnected.

These are underpinned by the Characteristics of Effective Learning. These are key elements in the Early Years Foundation Stage. They detail the ways in which children should be learning.

Throughout the year, we will offer information workshops about the curriculum and how you can support your child's learning at home. We will also invite you into school to share your child's Learning Journey and offer different events.

Each half term, we have a theme, which we plan activities around. We send a parental information sheet home at the start of each half-term informing you about our new theme and ways you can help your child at home. We are also keen to follow the children's interests and will adapt our provision accordingly.

Low Ash News (the school's electronic newspaper) is sent home each half term to inform you about other activities which happen throughout school.



# Our Reception Classes

At Low Ash Primary School, there are two separate Reception classes but we work together as a whole unit. As well as each classroom, all children can access our indoor 'shared area' and our stimulating, exciting and challenging outside area. Further resources are often added to an area of provision to promote a specific learning outcome, develop a theme or support a child's interest or need.

## Home/Garden Visits

We offer a short home visit to every child as we feel this really helps to build strong relationships from early on. They will take place in September and last for approximately 15 minutes. We find that if a child has a home visit, they settle into their new class much quicker and easier.

## Key Person

On entry to their Reception class, your child will be assigned a key person. The key person's role is to support your child's learning and provide a link with home. We will inform you of who your child's key person is after a few weeks in September. The class teacher will also oversee **all** children.



## Parent/Carer Involvement

We believe that education is a partnership and we value the things that you and your child have been involved with at home. When your child joins Reception, we hope that you will feel welcome in joining us for any of our fun events that you will be invited to throughout the year.

If you have any skills or an occupation relating to our topics please let us know. You may be a valuable learning resource!

We will send home 'Wow cards' with your child. These are to celebrate fantastic things that your child does away from school. It maybe things like swimming, sports, dancing, learning something new, achieving something... anything that would make you think...'WOW!'

After October half term, we will begin our Reading Together Time. This is where you are invited into school to spend time with your child reading and sharing books. More details to follow nearer the time.



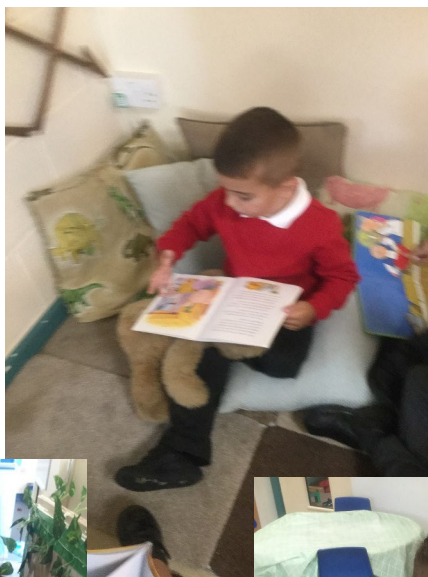
# Learning Journey

Each child will have a Learning Journey book that will contain observations, photographs and assessments of their achievements and experiences within Reception. These will be kept in the classroom and are accessible to you at any time.

## Reading

The strongest readers are usually those children that read at home as well as at school. This is why we have incentives for those children that read 3 times a week or more at home. We ask that you sign their reading record book each time they read so that we have a clear idea about their reading habits at home. They do not need to read the entire book each time; sometimes a couple of pages is enough after a hard day at school. Please speak to a member of the team if you need advice about how to give your child the best start in their reading journey.

To encourage the love of reading we also send home our 'core book' to every child each half term. Our core book links to our theme and is used in lots of ways within the setting. Sharing it at home gives you the opportunity to get involved in your child's learning experiences.

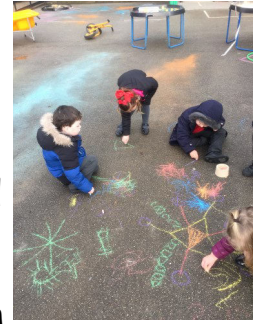




# Clothing

Please see the school prospectus for further details of the uniform requirements for children in Reception at Low Ash. It would be helpful if children could wear uniform that they find easy to put on and take off themselves as we encourage them to go to the toilet independently.

Please **clearly label all your child's clothes**, shoes and bags with their name and check their name is still there on a fortnightly basis. While naming your child's clothing does not mean it won't get lost, you are much more likely to be reunited with clothing if it is named. However, we do have 'lost property' boxes that you are very welcome to look through if your child misplaces an item of clothing.



We provide aprons but a lot of Reception activities are messy and young children need a lot of practice before they become skilled enough to control media such as glue, paint, play dough, clay etc.



Our learning takes place indoors and outdoors. On cold or snowy days, it is essential that children bring coats, wellies, warm jumpers, extra socks etc. On warmer days, children must be suitably covered for protection from the sun. Sun protection cream, sun hats and cool clothing are essential for safety. Sun cream needs to be applied prior to the start of the school day.

*If possible, please send a pair of wellies, which your child can keep at school. They can wear them when working in wet weather and water play.*

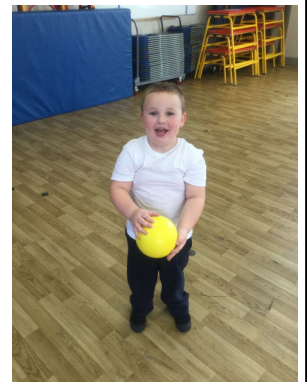


Children's footwear must be safe to wear for climbing, balancing and running as these activities are all part of the school day.

# PE Kit

Children will need to come to school in their PE kit when it is their PE day. They will wear it for the full day. We will inform you of the day in early September.

The PE kit at Low Ash consists of a white t-shirt, black/navy shorts and trainers. Children with long hair must have their hair tied-up for PE sessions to avoid accidents on the equipment.



When the weather is a little cooler, then please send your child in black/grey/navy jogging bottoms and a black jumper/ black zip-up hoodie/ school jumper as they will be accessing the outdoor provision throughout the day in these clothes.



## Toileting

Mastering toileting is an important step in your child's personal development and self-esteem which we hope your child will have achieved by the time they start Reception.



If you need advice about how to toilet train, information leaflets are available in school or you should contact your health visitor (via your doctor's surgery).

## Book Bags



Please purchase a book bag for your child. These can be bought from the school office. Book bags are a necessity when handing out letters and other items that need to be sent home. They will also be needed to hold your child's reading books and reading record. They will be kept in your child's own tray, so these types of bags are an ideal fit.

Your child will need to bring their book bag every day as they will read their books in school on a regular basis and staff will change their books weekly.

## Snack

Water and a piece of fruit or vegetable are provided free for the children in Reception. Milk is free up until the children turn 5 years old. You are then given the option to pay for your child's milk.

We ask for a voluntary contribution of 50p a week to enable us to provide a variety of additional snack foods, ingredients for baking, and this helps towards parties and prizes for the children.

**You can pay for this for the full year or half termly.**

**If your child has any allergies please inform us immediately.**

## Water Bottles

Please send your child with a named water bottle each day. This needs to contain water only. The bottles will be sent home daily so they can be washed and filled with fresh water the following day. This allows your child to have access to fresh water throughout the day and keep well hydrated.





## Medication

Please inform staff of any medical conditions. If your child has asthma, we will need a spare inhaler to be kept in school. This will need to be labelled with your child's name. There will be a form to complete at the school office. If your child requires any other medication during the school day, please speak to a member of the office staff.



## Safety

We would ask you to help us to make our school a safe place, where you will be happy to leave your child. With this in mind, we hope you will support us on the following points:

1. The school car park and the Wrose Bull car park must **not** be used by parents/carers dropping off or picking up children.
2. If your child has pierced ears please use earrings with studs, as other types can be dangerous. Other jewellery is not allowed.
3. Please do not bring dogs into the school grounds.



**Thank you for taking time to read this handbook. We look forward to building a good relationship with you and your child.**