

# Welcome to Ashton Hayes Primary School



## Reception Class 2021/22



'Building a firm Foundation'



Classteachers: Mrs V Cuthbert/Mrs C Bacchus

Teaching Assistant : Mrs J Evans

Headteacher: Mr Jon Gilbert

Chair of Governors: Mrs Ann Lowry (from September 2021)

Starting school is one of the most important experiences of a child's life. It is a step into a new world with new people to meet and different routines to learn.

At Ashton Hayes Primary School we aim to make this transition as easy as possible and to ensure that it is a happy time for both children and parents.

We hope that the information contained in this welcome booklet will be useful and that it will help you and your child to settle in and thrive at Ashton Hayes Primary School.



## STARTING SCHOOL

At Ashton Hayes Primary School, children enter Reception on a part-time basis. The schedule for the phasing in period is as follows:

### Phasing in Timetable

#### Week 1

Thursday 2 <sup>nd</sup> September	Home Visits
Friday 3 <sup>rd</sup> September	Home visits

#### Week 2

Monday 6 <sup>th</sup> September to Friday 10 <sup>th</sup> September	AM in school 8.40-11.45
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#### Week 3

Monday 13 <sup>th</sup> , Tuesday 14 <sup>th</sup> and Wednesday 15 <sup>th</sup> September	AM in school and lunch 8.40-1.15
From Thursday 16 <sup>th</sup> September	Full time

The school gates open at 8.40am each morning. Reception children will be dropped off by their parent at the front door.

## **SCHOOL STAFF AND ORGANISATION**

Headteacher                      Mr Jon Gilbert

## **SCHOOL TEACHING STAFF**

Mrs Vanessa Cuthbert                      Mrs C Bacchus \*                      Miss Beth Carter    Miss N Davison

Mr Wayne Morris                      Mrs Jill Howe                      Miss Dani Fray

\*SENDCo and EYFS Teacher alternate Fridays

## **SCHOOL TEACHING ASSISTANTS**

Mrs Julie Evans                      Miss Leah Binns                      Mrs Juliet Mochrie \*

Mrs Tracey Conery\*                      Mrs Emma Holloway                      Mrs Julie Evans

Mrs Kelley Barlow                      Ms Sonia Fox

\*              Forest School

## **SUPPORT STAFF**

School Bursar                      Mrs Diane Stubbs (Monday to Thursday)

Admin Assistant                      Miss Kirsti Foulkes (Monday am and Friday)

Site Maintenance Officer                      Mrs Doreen Salt

School Cook                      Miss Sarah Roberts

Kitchen Assistants                      Mrs Karen Rimmer

Mrs Ann Robinson

Midday Assistants                      Mrs Lyn Warner

Mrs AJ Griffiths

Mrs Gaynor Bradbourn

All staff have undergone appropriate checks to ensure that they are suitable to work with children.

## SCHOOL UNIFORM

All children are encouraged to wear school uniform:

- Grey trousers/grey skirt/grey pinafore dress
- White short sleeved shirt/blouse
- School tie (optional in Reception)
- Blue sweatshirt/cardigan (with school logo)
- Grey socks or white socks/grey tights



In the summer, red/white gingham dresses and red/white gingham shirts and grey shorts can be worn. Summer uniform can be worn from Easter to October half term.

Optional uniform includes a school reversible fleece, hats and caps. In addition, wellington boots can be worn at playtimes in the winter and during outdoor lessons at all times of the year. A pair of wellingtons can be left in school all year. Our uniform is available from <http://www.uniformityschools.com/>.

All clothing should be clearly labelled. Labels can be purchased from [www.easy2name.co.uk](http://www.easy2name.co.uk) Please include the words 'Ashton Hayes Primary CH3' on the order form/web checkout form.

## PE KIT

The children wear the following kit on their PE day. They will arrive at school in their kit ready for exercise. Kestrels' PE day is Monday each week.

- Dark blue or black shorts
- White t-shirt (available with school logo from Uniformity)
- PE pumps or trainers for outdoor use.
- A plain, dark coloured tracksuit, or jogging bottoms and a school hoodie.

School hoodies are available to be worn on PE or Forest School days. Please order on Parentpay.

All long hair must be tied back and any earrings and watches removed.

## **FOREST SCHOOL**

Every Monday Kestrel Class have a forest school session and will need to come to school prepared. They may wear comfortable clothes that are suitable for the weather conditions. School hoodies are available and encouraged to be worn on these days.

Children will also need extra layers that can be worn when outside. Waterproof coats and trousers are essential all year round. Gloves, hats and scarves are needed in the winter and sun protection in the summer. We advise children wear long sleeved and legged clothing all year as there will be nettles, brambles and other lovely wild things in the forest.

We also ask for you to leave a pair of wellies in school at all times. These may be needed at playtimes or during other outdoor learning activities.

## **OTHER THINGS TO BRING**

Children should bring a water bottle and a healthy snack to school each day.

A small bag of spare clothes should remain in school in case of accidents.

**Please ensure that all personal belongings are clearly labelled with your child's name.**

## **SCHOOL HOURS**

Morning Session	8.40am – 12.00pm
Morning Break	10.25am – 10.40am
Lunch Time	12.00pm – 1.00pm
Afternoon Session	1.00pm – 2.50pm (staggered finish for the rest of the school)

Children should not be left unsupervised at school before 8.40am, at which time the school takes responsibility for them on hand over at the door.

## **ARRIVAL IN THE MORNING**

### Arrangements for Reception

Currently the system for handing over children in a morning is that parents follow our one-way system using the 2 metre spaced lines that approach the front door. A member of the Kestrel Class team will meet you and welcome your child.

Once inside, the staff will help your child to hang up coats and bags up on the coat pegs, which are found in the classroom. The class teacher and teaching assistant will be on hand to help the children to become more familiar with the morning routine and encourage the children to be independent.

The morning handover is a good time to pass on any urgent, brief messages to the class teacher or teaching assistant, though we do have more time in the afternoon if the message can wait until then. Alternatively, an email to the school office – [admin@ashtonhayes.cheshire.sch.uk](mailto:admin@ashtonhayes.cheshire.sch.uk) is an efficient way to communicate.

### Arrangements for KS1 and KS2

At 8.40am, the gate to the playground is opened and all other children can be handed over and the children make their way to their classrooms.

At 8.55am, the gate to the playground will be locked and all latecomers must enter the school through the main school entrance and sign in late at the school office.

### **BREAKTIMES**

At break times, Reception children are given the opportunity to play in the playground. At the moment, classes are kept in separate bubbles and are therefore not mixed. Usually, they would be looked after by the older children until they become more confident with the surroundings and playtime routines. We very much hope that this will be able to resume in September, but at this point no decision has been made. Playtimes are always supervised by two or three members of staff.

### **FRUIT**

All our infant children receive a piece of fruit as part of a government initiative. This is usually eaten during the afternoon break time. Please inform your child's class teacher if your child cannot eat certain fruits for any reason.

### **BEFORE AND AFTER SCHOOL CARE**

Ashton House provides the school with its extended care provision. Ashton House is a child-initiated play setting which offers a wide range of games and activities for your child to choose from. Mandy Jourdan can be contacted on 01829 751353 to arrange your child joining 'The Club'. This is provided from 8.00am until the beginning of the school day, where the children are escorted to school by walking them up the road. Members of 'The Club' meet the children at the end of the school day and walk them down to Ashton House

Nursery where they continue their care and give them their tea. This facility closes at 6.00pm.

### **LUNCHTIMES (12.00pm – 1.00pm)**

The school meals are supplied by Edsential Catering Services and are prepared and cooked on the premises. The school works closely with Edsential Catering Services and Miss Roberts, our cook to provide a wide range of high-quality and healthy meals which cater for all tastes. There is always a good selection of meals available and individual diets can be catered for. If your child has any food allergies please would you be able to send any Hospital/GP letters with the information in as soon as possible as this needs to be shared with our school kitchen and Edsential.

Menus will be available on Parentpay (log on details will be provided before your child starts at school). We ask parents to pre-order their child's meals on Parentpay.

The government decided that from September 2014, all pupils in Reception, Year 1 and Year 2 should be able to have a free school meal at lunchtime. This offer does not depend on your household income or whether you receive any benefits – every child in these classes is eligible to take up the offer.

### **Pupil Premium**

Pupil Premium is funding allocated to schools, which is additional to main school funding. Fundamentally, this additional funding is designed to narrow the attainment gap between students from disadvantaged families and their peers, where this exists. Schools can choose how to target these additional funds in order to meet the needs of students at risk of under-achieving based on their circumstances.

Your child may be eligible and a letter will be sent out in the near future.

### **COMMUNICATION**

**Website** [www.ashtonhayes.cheshire.sch.uk](http://www.ashtonhayes.cheshire.sch.uk)

Each child will be given a username and password for the school's website. On here, you will find a homepage for each class, a messaging system, photos, school calendar dates, newsletters and other relevant school information such as holiday dates and school policies. We ask that parents and carers view the website regularly to keep up-to-date with everything happening at school. All letters sent out via email are always available under virtual office on the website also.

### **Newsletter**

The school produces a half-termly newsletter to keep you up-to-date with forthcoming events, diary dates and celebrations of work that has taken place in school and the local



community. These newsletters are emailed to all parents. Please keep us updated with your email addresses.

### **Facebook/Twitter**

Please can we recommend that you download the Facebook and Twitter app as we update these regularly on school activities.

### **School Spider Messaging**

The school communicates via email and push notifications via the School Spider App which can be downloaded from your app store. You will be asked to nominate a number for the system on your pupil data form. All our communications are now paperless. We use this service to remind you of forthcoming school events, to contact you if your child has forgotten something, or to inform you of closures, etc. This system is not used to contact you in the event of an emergency, for instance, if your child is ill.

### **Parentpay**

Parentpay is our online payment system. It is used to pre-order your child's meals, make payments to school and book trips and permissions for events. We try to avoid handling cash.

### **SICKNESS, ACCIDENT AND EMERGENCY ARRANGEMENTS**

The school has several qualified first aiders. When children become unwell or are involved in an accident in school, a parent is contacted by telephone as soon as possible. All accidents are recorded and dated. If your child sustains a head injury while in school he/she will bring home a letter to inform you and to request that you watch out for any related symptoms.

**The school must have each child's home/mobile telephone and parents'/carers' work numbers where applicable** (or other emergency contact numbers you may wish us to use). Should parents/carers/relatives be unavailable when a child is seriously unwell or injured, medical advice will be sought and if necessary the ambulance service used. Please consider signing the section on the medical permission form to enable this permission.

Please inform us if your child has an allergy (for example, to food), which requires a management plan to be put in place. Antihistamines/Epi-pens/inhalers can be kept in school for severe cases, with information from a medical practitioner.

**NB Received calls from school will show as 01244 307408. We would recommend saving this number to the school name.**

## **MEDICINES**

If your child needs to have medicine during school hours, parents are asked to come into school to administer this where possible. Class teachers are not permitted to administer medicines/drugs to children unless in some specific circumstances where a parental request form must be completed in advance in order for the school to administer prescribed medicines (this is available from the school office or can be found on the homepage of the website to download). The school reserves the right to refuse to administer medicines at all times.

### **PLEASE LET US KNOW IF:**

- Your child is absent from school due to illness. Please telephone the school on the first morning of absence before 9.00am. If we do not receive this notification, you will be contacted by school before 9.30am to ascertain the whereabouts of your child.
- You wish to take your child out of school within school hours, e.g. to attend an appointment. Please make sure that you register the time at which your child left the premises and the time by which he/she returns by signing out and signing back in again using the signing screen by the school office. This is very important, as the register will show that your child is in school or not.
- There is any change in your family circumstances that we should know about (all information will be treated as confidential, if requested).
- Your child is upset (e.g. by a family bereavement or by home/school related problems). The sooner we know, the sooner we can help.
- Your child has asthma (inhalers can be kept in school, but must be clearly marked with your child's name and it is important that your child knows how to use the inhaler).
- Your child has any allergies, e.g. plasters, food, bee stings, etc.
- Someone else is collecting your child from school (please also ensure that your child knows too).

If you wish for your child to be off school for any reason other than illness, it is important that you complete a form seeking authorisation of absence. Without this, your child will be

marked as absent without authorisation unless in exceptional circumstances. Please be aware, absences over 10 sessions (5 days) are subject to a Local Authority fine.

## **PASTORAL CARE AND DISCIPLINE**

At Ashton Hayes Primary School we try to foster a caring atmosphere and have a positive attitude to discipline. We have high expectations for the behaviour of all our children and we use positive reinforcement to encourage good behaviour and attitude.

### **Our Approach – Conscious Discipline**

Conscious Discipline empowers teachers with the Seven Powers of Self Control. These powers allow teachers to stay in control of themselves and in charge of the children. Self-control allows teachers to be proactive instead of reactive in conflict moments and embrace conflict as a teaching opportunity rather than a disruption to learning. From The Seven Powers for Self Control emerge the Seven Basic Skills of Discipline. These are the only skills that a teacher needs to constructively respond to any conflict in the classroom. These skills promote a peaceful inner state in children. From this state, children are free to learn, cooperate and help each other to be successful. (Conscious Discipline, 2000, Dr Becky Bailey). The table below shows the link between these powers and skills.

Each year we run a parent workshop to share the strategies that we use in school to promote good behaviour. You will be informed about dates for these courses nearer the time.

## **PARENTS HELPERS IN SCHOOL**

Many parents like to help in school and we usually welcome their support. In the current climate we are unable to welcome you into school to support, but hope very much to return to normal practice as soon as possible. Parents often help with a variety of activities depending upon their personal interests and talents. In addition, parents are often asked to assist with school trips and visits.

NB all parent helpers are asked to complete a DBS check in order to comply with current legislation and school policy relating to working with children *prior* to helping in class.

Parents can also help at home by sharing activities brought home by the children from school.

## **THE PARENT, TEACHER AND FRIENDS ASSOCIATION (PTFA)**

Ashton Hayes Primary School has a thriving PTFA which provide a lot of 'extras' for our school by planning and organising a variety of fund raising events throughout the year. All parents are automatically members of the PTFA and are most welcome to come along and

share ideas at informal meetings. Anyone who is interested in becoming involved or would like further information should ask for more information from the school office.

## **RELIGIOUS EDUCATION**

This is a compulsory subject to be taught by all schools. We encourage children to develop their understanding of people of all faiths and to help them to appreciate the customs of a variety of cultures.

Parents have the right to withdraw their children from lessons in religious education. If this situation arises, appropriate provision will be made for individual children within school.

## **EARLY YEARS CURRICULUM**

Children in the Reception class follow guidelines outlined in the Early Years Foundation Stage document, which provides continuity of education for children from birth to 5 years. Activities, opportunities and experiences are planned to meet children's learning needs and styles and take account of their prior learning.

The curriculum is currently divided into seven areas of learning – three prime and 4 specific:

- Personal. Social and emotional development
- Physical development
- Communication and language
- Literacy
- Expressive arts and design
- Understanding the world
- Mathematics

## **GETTING TO KNOW YOUR CHILD**

On entry to our Reception class, children will bring with them a wide range of experiences, interests and personalities. As the children participate in their normal classroom activities, the teacher and the teaching assistants will gather information about each child which will then form an important part of the planning process. This information is used by the teacher to cater for each child's individual needs through appropriate learning opportunities. An online Learning Journal 'Tapestry' forms part of this process and parental contributions are encouraged. This year the children be also be taking part in national assessments to form their 'baseline assessment'. This data is then used to measure progress of the cohort from Reception to Year 6.

A vital part of getting to know your child will be liaison with you, the parents/carers, to share observations, discuss progress and to talk about the next steps in your child's learning.

Throughout the year, the teacher and teaching assistant will gather observations and assessments summing up each child's progress and learning needs. These will be shared with you at Parents' Evenings throughout the year and in a report at the end of the Foundation Stage.

Completed assessments and observations will be issued to inform parents and Year 1 teachers about each child's progress and learning needs. Staff will collate this data into an Early Year Foundation Stage Profile. Data will also be used to provide information to enable us to compare our results with the national picture.

### **CHILDREN WITH SPECIAL NEEDS**

Where children have special educational needs, the class teacher will ensure that an appropriate learning and assessment programme is devised for the child. All such information will be discussed with the parent/carer. If necessary the teacher will liaise with outside agencies, i.e. Speech and Language Therapist, Specialist Teacher Support etc. Further details can be found in the special needs policy document in school. If your child is already receiving additional support from an outside agency, please speak to the classteacher before your child starts school.

### **REPORTING TO PARENTS**

Parent/teacher interviews are held twice yearly at Ashton Hayes Primary School. The first meeting will take place in the autumn term and there will be a second opportunity to discuss your child's progress in the spring term. During the summer term, your child will receive an annual written report. If at any time you feel concerned or wish to discuss any aspect of your child's progress, life in school, home circumstances or behaviour, please make an appointment to see the class teacher.

### **THE CLASSROOM ENVIRONMENT**

Through the development of a well organised, quality classroom environment, our aim is to create a warm comfortable, welcoming place where children feel happy and secure, and in which the atmosphere and provision lead to effective learning.

We have given a lot of consideration to the use of materials, colour, texture and furniture and display areas in the creation of a suitable setting for learning. In our Reception

classroom, you will find a comfortable seating area, low tables and surfaces, a range of appropriately sized chairs and suitable and accessible storage units.

The layout of the room has been designed to create zoned areas of learning where children can move about freely and where they can develop independence in their choice and use of a wide range of resources.

The learning environment continues into the large outdoor area adjacent to the classroom. Children have continual access to the outdoors and this is a vital part of their learning experiences. Children have the opportunity to dig, build, explore their natural surroundings and create at their will. The children can access the outdoors regardless of the weather conditions.

The children make daily use of the outdoor classroom for both planned and spontaneous play activities.

## **SCHOOL VISITS**

Usually, during the school year, the children's educational experiences are enriched through visits to school from a variety of people. We also arrange visits to places of interest as part of the planned thematic work. We appreciate that all these things can be expensive and we try to keep costs to a minimum. We do rely on voluntary contributions from parents in order to fund these activities. However, no child is ever excluded because their parents are unable to contribute.

## **Why do children play so much in Kestrel Class**

When I'm building with the bricks, please don't say I'm "just playing". For you see I'm learning as I play about balance and shapes. Who knows...

*I may be an architect someday!*

When I'm getting all dressed up, setting the table don't get the idea that I'm "just playing". For you see I am learning as I play.

*I may be a mother or father someday!*

When you see me up to my elbows in paint, or standing at the easel, or moulding and shaping clay I'm expressing myself and being creative.

*I may be an artist or an inventor some day!*

When you see me sitting in a chair "reading" to an imaginary audience, please don't laugh and think I'm "just playing". For you see I'm learning as I play.

*I may be a teacher someday!*

When you see me combing the bushes for bugs, or packing my pockets with choice things that I find don't pass it off as "just play". I am learning as I play.

*I may be a scientist someday!*

When you see me engrossed in a puzzle or some "plaything" please don't feel my time is wasted I'm learning to solve problems and concentrate.

*I may be in business someday!*

When you see me cooking or tasting foods, please don't think that because I enjoy it, it is "just play". I am learning to follow directions and see differences.

*I may be a cook someday!*

When you see me learning to skip, hop and move my body, please don't say I'm "just playing". For you see I am learning how my body works.

*I may be a doctor someday!*

When you ask me what I have done at school, and I say "I just played", please don't misunderstand me. For, you see, I'm learning to enjoy and be successful at my work. I'm preparing for tomorrow.

**I am a child and my work is play!**