



A – Z of Norley CE Primary School



A to Z of Norley School- a guide for new parents

Welcome to Norley School. We are happy that you have chosen our school for your child's education. We are looking forward to your child's first year in reception, working within the Early Years Foundation Stage. This booklet is an A to Z of school life which we think will be helpful for new parents. We hope you find it useful and it provides you with a bit more of an insight into how Class One and the wider school operates.

A....

Arrival

School starts at 8:55am each day, with the school doors open at 8.45am. The children are welcome to start coming into class at this time. They will be asked to put their belongings on their peg, take their reading book out of their book bag and place into the marked box; this ensures it can be changed daily. They will then be able to access the continuous provision until register time at 8.55am.

Attendance

We ask that you refrain from taking your child on holiday in term time. This is disruptive for your child and they will miss the teaching of important concepts as well as their continuous assessment being left with gaps. If your child is ill, we ask that you telephone the school office before 9.00am and send a letter in explaining their absence on return to school.

B....

Bear

This is a bear that has lived in class one for many years! Your child is able to take him home on a rotational basis. You are invited to document what they have been up to. The bear is a big hit with the children and they always ask 'How many weeks until it's my turn?'

Book bags

Your child will receive a free book bag once they start school. Please ensure that your child brings their book bag each day. Any important letters/messages brought back to school should be put into the office tray. The office tray is located next to the children's drawers and is clearly labelled. Most correspondence from school is sent in an email but please check your child's bag daily.



Break times

Break time is at 10.45am and your child can either bring a healthy snack from home or purchase one from our snack trolley. In addition, there is a selection of free fruit on offer daily along with a drink of milk.

C....

Clothing

Class One have access to the outdoor area in all weathers. This allows the children opportunity to explore and develop their own learning outside. This means they go out in both the summer and winter, even when it's cold and raining.

Please make sure that children come to school appropriately dressed, for example having a hat and a waterproof jacket when it gets colder, and a sunhat when it's warmer. Children are also asked to leave a pair of wellies in school.

Your child will also need a P.E kit which should include a white t-shirt, navy shorts and pumps. This should be put in a small pump bag.

Please ensure that you label all shoes, uniform, coats and P.E kits.

Collective worship

We celebrate collective worship daily. Every Monday the whole school has a celebration assembly. This is an opportunity for children to share their talents and things they have been doing outside of school. Parents are welcome to attend this assembly. On a Tuesday the Church delivers collective worship. On Wednesday we have class collective worship. On Thursday we sing, and on Fridays we have a teacher led collective worship.

Curriculum

The Early Years Foundation Stage (EYFS) is a statutory curriculum that all reception classes must follow. It focuses on conceptual learning through play and exploration throughout the learning environment.

The EYFS is split into 7 developmental areas, with 3 of these areas deemed particularly crucial in igniting curiosity and enthusiasm for learning. These are known as the **Prime Areas** and are as follows:

- Communication and Language
- Physical
- Personal, social and emotional



The other 4 remaining areas are known as **Specific Areas**. These areas support and imbed the prime areas, allowing them to be strengthened and applied throughout the teaching and learning. They are as follows:

- Literacy
- Numeracy
- Understanding of the world
- Expressive arts and design

These areas of learning are continually assessed throughout the school year to ensure individual progress is made for each child. This progress is set against the criteria within Early Years Foundation Stage Profile.

D....

Dinners

The children have lunch at 12 until 1pm and are entitled to a free school dinner. A menu will be sent home detailing the children's weekly choices. This is also available on the website.

Drawers

Your child will have their own drawer in the classroom. If your child leaves anything in school it will put inside their drawer. If they are not in school when any letters or forms are given out, they will be put in their drawer. The children are encouraged to check their drawers each night when gathering their belongings.

E....

Early birds

Children needing wraparound care can use the before and after school club, Fun House Link Club. This runs in the school hall and is popular with children and their parents. The children have the opportunity to have both breakfast and tea at the club. Please see Jill (located in the school hall from 3pm) for further details.

F....

First Aid Procedures

These comply with the guidance given by the Local Authority. School procedures include:

- The majority of staff, including non-teaching staff have completed a first aid qualification.
- Reports of injuries are recorded promptly in an accident book and your child will receive a white slip detailing the injury.



First week of school

On the first week of school children will be able to start school on full days or half days. This is up to you to decide what suits your child best. Please let us know as soon as possible.

Your child may be experiencing mixed emotions on their first day of school. This is normal and to be expected during a transitional period. Please try not to hang around for too long as this may unsettle them.

It may help to talk about school during the holidays and read books relating to starting school to support this transition. It is also beneficial to meet up with other children starting in Class One.

H....

Helping Hands cards

The Helping Hands card reward system is used throughout the school. The children work to collect 10 helping hands on a card. Once they have collected 10 they will receive a prize. The children will also share this achievement in celebration assembly. Helping Hand cards relate to the team the child is in, Air Water, Fire and Earth. Individual cards that are completed go towards the team and are counted termly.

Holidays

Under new Government regulations head teachers are no longer allowed to authorise family holidays. (DFE July 2013) Please avoid booking holidays in term time. A holiday list with dates of school holidays is available on the website.

Home time

School finishes at 3.15pm and the children can be picked up from the main playground. They will be seen out by a teacher or teaching assistant to ensure they have someone to collect them. Please let the teacher know if your child is going home with anyone different. The Fun House Link Club provide teachers with a list of children attending the club each day. These children will be escorted to Link Club.

Homework

The children will not receive written homework in reception. However the children must read to an adult each night and practice their letters and sounds as much as possible. There will be optional home activities throughout the year linked to the topic, shown on our homework menu.



I....

Illness

If your child is unwell we ask that you inform the school office before 9.00am. Please do this by telephone, not by email as these are not read regularly.

Independence

The reception year is all about developing your child's independence. Please encourage them to start doing things by themselves, such as hanging up coats and bags, taking out their reading books. Gentle reminders may be necessary at the start of the year but, by the end of the first term they will be in a good routine.

L....

Labels

Please label all of your child's belongings. Many of the children have similar things which can cause a big mix up in the classroom!

Letters home

Any letters home will be given to the children at the end of the day and the children will put these inside their book bags. Please check their book bags each night. Most correspondence is sent through email now and School Spider. You will be given login details during the first week in School.

M....

Medicine

School will administer prescription medicines but a consent form must be signed by parents stating doses and times to be taken.

Money

Children don't need any money in School, all snacks payments are done via Parent Pay.

O....

Open door policy

Parents are encouraged to talk about any concerns or suggestions with the class teacher after school has finished.



P....

Parents evening

This will be held twice a year in the autumn term and the spring term. Details will be sent home in a letter nearer the time. In the summer term parents receive a detailed report and a chance to discuss this with their class teacher.

Pegs

Your child will have their own peg to put their coat and P.E kit on. Please do not bring any extra bags or car seats as these can clutter up the classroom.

Phonics

Once your child starts school they will be taught to recognise, read and write letters and sounds of the alphabet. The school uses the phonics programme 'Supersonic Phonics'. Parents are invited to attend a reading meeting in the autumn term which will cover phonics in more detail.

Policies

Please check our school website for details of all policies and procedures. This includes policies such as Safeguarding and E-safety.

R....

Reading

Your child will start coming home with flash cards relating to the phonics scheme 'Supersonic Phonics.' This will support what is being taught in class.

You are encouraged to support your child in recognising both the letter name and sound. A being the letter name and a being the sound it makes.

Your child will also bring home words on flash cards for them to learn. These will be high frequency words and tricky words. Once they are confident with the letter sounds they will be given a reading book. Each child learns at a different rate and therefore will receive a reading book when it is suitable for them. There is a variety of phonetic reading books available to the children at school. This gives them a broad variety and exposure to books to captivate their interest.



S....

Show and Tell

Each week the children have a Show and Tell session. The children are invited to bring in things from home that relate to the current topic. This is a positive way to develop the children's speaking skills in front of a group.

Snack

Flapjack is available for 20p and is payable via Parent Pay. Each child needs to bring a water bottle to school to provide them with access to fresh drinking water. Children have unlimited access to fruit throughout the day.

T....

Topics

The EYFS is all about learning through the children's interests. This means they have a say on what topics we focus on during the school year. The children and class teacher get together to discuss topics of their choice.

U....

Uniform

All children are required to wear the school uniform. Please see the website for more information.

Z....

Zzzzzzzzzzz! I am sure you will need one after this information overload!

On a final note we hope that your questions have been answered and your worries put aside.

We look forward to seeing you and your child in September.

Mrs Kelly & Mrs Dunwoody