



Warden Hill
PRIMARY SCHOOL



Parent Information

Reception 2023



GENERAL
INFORMATION 

 HEALTH
AND SAFETY

MEET THE STAFF 

 PARENTS
AS PARTNERS

INDUCTION
PROGRAMME 

 SCHOOL DAY
ROUTINE

LEARNING IN THE
FOUNDATION STAGE 

 UNIFORM

PARENTS TEACHERS
ASSOCIATION 





‘Belong, Explore, Succeed’ underpins everything that we do at Warden Hill. Our values were carefully constructed with our wider school community of parents, Governors and our staff, as well as our children. We work hard to create an environment where everyone feels valued. We feel they really sum us up as a school.

Alongside our values, we are also very passionate about our school houses which are Leach, Windrush, Coln and Churn. When your child starts school in September they will join one of these houses. Our houses are like our life blood that run through our school. They give the children a real sense of belonging from the very first day of their school journey, as they join that bigger, wider community of our school.

Senior Leadership Team



Mrs Flooks
Headteacher



Mrs Andrews
Assistant Head



Mr Antonious
Assistant Head

School Office



Mrs Young
Administrator



Mrs Nowacka
Administrator



Mrs Thomas
Administrator



Mrs Harvey
Business Manager

School Office contact details

t: 01242 523827

e: admin@wardenhill.gloucs.sch.uk

w: www.wardenhill.gloucs.sch.uk



Access to school

If you need to access the school during the day, please come to the main School Office which is accessed through the main gate.

All other gates are locked at 9.00am.

Communication

When your child starts school in September you will be asked to download the Xpressions app. This is used for emergency and ad-hoc messaging. The main form of communication is the Weekly Parent Bulletin and termly newsletter. Visit our website for more information:

wardenhill.gloucs.sch.uk/communication-home/

Warden Hill Breakfast and After School Club



Briony Davies
WHASC Leader

e: WHASC@wardenhill.gloucs.sch.uk

t: 07585707514

w: wardenhill.gloucs.sch.uk/whasc

If your child is ill

On occasions children may become ill during the course of the day. Please ensure that we have all telephone numbers for you and that you notify the school office of any contact changes as soon as possible.

If your child has been sick or had diarrhoea please do not send him/her into school for **48 hours** after the last instance of sickness or diarrhoea. To report your child's absence please send a message on your Xpression App.

Medication

The Gloucestershire County Council's policy is that no medicine is to be administered by school staff, however we can make arrangements for parents to pop into school and administer medication if required.

Allergies

If you require allergy, food allergy or asthma medical forms please contact the school office.

Appointments

If your child has a hospital, dental or medical appointment during school time please inform your child's teacher and the school office. Your child must be collected from the main reception area and signed in and out of the school premises.



Accidents

All playtimes are supervised. However, accidents can and do occur. Our Teaching Assistants (TAs) and Lunchtime Supervisors deal with any minor injuries. In more serious cases, emergency contacts will be used so that children can be collected and if necessary, taken to their doctor or to hospital.

In the case of a bumped head, a note is sent home to parents advising them to carefully observe their child over a 24-48 hour period.

Holidays

Holidays in term time **are not authorised**.

Your child's first year at school is very important and routine and attendance will help your child settle into school life.

The Reception Team



Miss Ashton
Reception Class Teacher



Miss Weir
Reception Class Teacher



Mrs Webb
Teaching Assistant



Mrs Edwards
Teaching Assistant

Special Educational Needs and Pastoral Care



Ms Nicholson
SENCo



Mrs Chavasse
Well-Being Lead



Miss Phillips
*Pastoral Support
Assistant*



We recognise the vital importance of parents and carers in a child's developing stages. As a primary care provider you are your child's first educators and we greatly value any input, opinions and information that you can share with us about your child's learning and progress.

Over the year we use Tapestry (online app) to record your child's 'Wow Moments' and achievements. We encourage you to contribute to it by making small observations at home, which are extremely valuable and useful and can be uploaded to Tapestry. There may be things that your child is doing with you, which are not displayed at school.

We provide many other opportunities for parents and carers to take an active part in your child's education:

- Weekly Friday Merit Mark assemblies to celebrate individual achievements
- Regular school newsletters
- Termly Curriculum Overview
- Two Parents Evenings during the year
- Mid-year and end of year report
- Sports Events
- Open Morning

Most importantly we operate an 'open door' policy where parents are actively encouraged to discuss any concerns at the earliest opportunity. Staff are usually available after school if there are issues that need to be discussed.

Routine

It is important to establish a routine for school days. Please encourage your child to be as **INDEPENDENT** as possible.

Arriving at school **ON TIME** is key, as this helps the children start the day with **CONFIDENCE**.

Making time after school to **LISTEN** to your child tell you about the events of the day helps to develop their speaking and listening skills.

Your child will be very tired when he/she comes home from school, so plenty of **SLEEP** will help prepare them for the next day.

Be **POSITIVE** about school and talk about it as an enjoyable experience, rather than a negative one.

It would be helpful if your child can do as many of the following tasks as possible:





Recognise their own name in print



Listen when being spoken to



Know when and how to use a tissue



Wash and dry hands unaided



Know when to ask to go to the toilet, use the toilet properly without help, be able to flush it after use



Dress and undress for PE. Do up buttons and zips on school clothes, including coats. Put shoes on correct feet and do them up. Change shoes, wellingtons, PE pumps. Turn clothes so they are not inside out



Carry out a simple instruction e.g. put this book back in the box please



Be able to take turns when playing games or using equipment



Draw freely with pencils and crayons



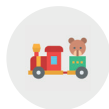
Play amicably, share toys and show consideration towards others



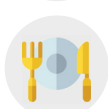
Be able to open their own water bottle and lunchbox



Use scissors



Be responsible for clearing away their own toys



Use a knife and fork

Practical Preparations for School

You can make your child's transition to school easier by being aware of the differences between learning at home and at school and supporting them in coping with these changes.



Here are six ways that you can help:

1 Paying attention

Your child will have to follow instructions and stay focused. Prepare him/her for this by giving instructions in a clear voice one at a time. Play the game of 'what did I say?' Say something that your child then has to repeat. They then turn their back and you say something else that they then have to echo.

You can help prepare your child for the physical demands of a classroom by making sure he/she is used to sitting still for short periods of time, e.g. when sharing a story, completing a jigsaw.

2 Different physical demands



3 Level of noise

Classrooms can be noisy! Help your child to realise that sometimes we can do things more effectively by being quiet and still. When all the children in the class are good listeners, the class can learn better. Practise 'good listening' with your child; look at the person speaking, keep your hands and feet still, hear what is said and think quietly about it.

4 Asking for help

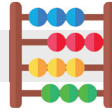
Reassure your child that it is positive to ask questions if they are unclear about an activity or instruction.

5 Unfamiliar routines

Your child will have to respond to instructions, line up and take turns. He/she will have to sit and work closely with other children. Talk to him/her about school routines and be reassuring. We don't want them to experience any anxiety. The Day in the Life story will hopefully help to explain a typical day in Reception.

6 Unfamiliar adults

Your child will be learning to interact with unfamiliar adults he/she has not met before. Again be reassuring – we are a friendly bunch! Please see the Story Time and Nursery Rhyme videos on our website introducing the Reception Team.



Maths Skills

Tips and ideas for encouraging early maths, reading and writing skills:

- Count daily with your child
- Learn counting rhymes
- Use fingers to represent a number
- Count objects, actions and numbers
- Identify numbers wherever you go (house numbers, on buses, signs etc.)
- Talk about adding one more/one less e.g. when serving dinner
- Help to weigh and mix ingredients when cooking
- Sort objects by colour, size or length
- Identify 2D shapes inside and outside the home
- Refer to the clock at different times of the day





Reading Skills

- Sing nursery rhymes
- Make up stories and rhymes
- Make time to share stories together
- Point out the print and explain that this tells the story
- Identify familiar signs and symbols e.g. your child's name, advertising logos
- Encourage your child to finish a sentence by pausing at a suitable place
- Look at the pictures in a book and predict what may happen in the story
- Allow your child to see you reading (books, recipes, newspapers, food packaging, instructions etc.) and read aloud when he/she is around



Writing Skills

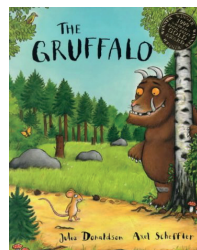
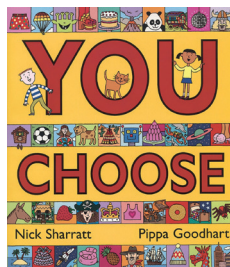
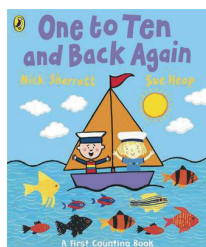
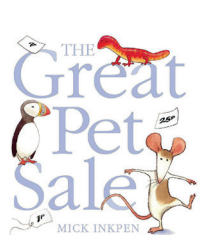
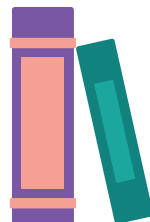
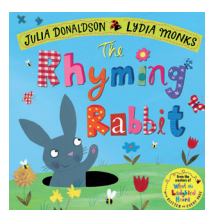
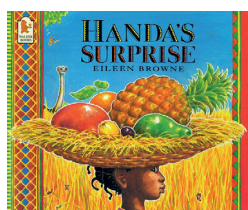
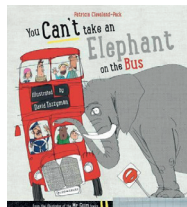
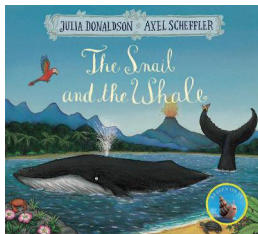
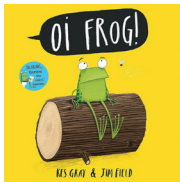
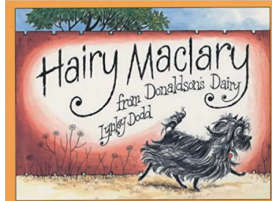
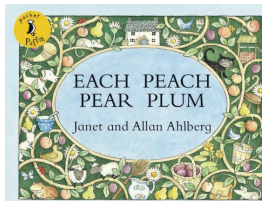
- Encourage your child to 'mark make' without feeling pressured
- Use a variety of media e.g. chalk, colourful pens/pencils, in sand, glitter or shaving foam to encourage them to 'mark make'
- Encourage 'free writing'. When you write a note or shopping list, encourage your child to do the same. This early writing may be a 'scribble' but will develop.
- Let your child write their name on cards or letters. **Please use a capital for the first letter and lower case thereafter.**

Starting school can be a daunting experience. Below is a selection of books that might help introduce the concept of beginning school, as well as books to help discuss feelings.



Below are a selection of the Reception staffs' favourite books that help develop early rhyming, storytelling, sequencing of events and number skills.

THE VERY HUNGRY CATERPILLAR



Induction Programme 2023: Important Dates



Collection day

- welcome pack
- uniform orders
- class lists
- summer diary
- postcard

The children starting in September are also welcome to come along to meet the Reception team. More information regarding timings will be emailed soon.



Play Date

1:45pm - 2:45pm



Play Date

1:45pm - 2:45pm



Wed5
JULY

Whole school transition morning. Children to come to school for 9:30am and to be collected at 11:00am.

Tue18
JULY

Tapestry user guide information available on the school website, as well as account activation emails sent to parents.

Thu14
SEPT

RECEPTION CURRICULUM EVENING

6:00pm - 7:00pm

Discussing valuable skills to assist your child's learning throughout the year ahead, including information about the delivery of the EYFS curriculum.

Fri15
SEPT

RECEPTION PARENTS COFFEE MORNING

9:15am - 10:15am

With Mrs Flooks and SLT.

An opportunity to socialise with other parents without pre-schoolers. Please meet at the main school office.

Induction Programme 2023: Starting School

Our transition is planned to ensure that the children settle into school life as quickly as possible. Children come into school in small birth groups and start full time quicker than in previous years. We find this helps to foster and build relationships quicker, both with their peers and our adults.



WEEK 1

All children will be in on the first day of term which is Tuesday 5 September. The children will come in on a rotation according to their birthday. Please come to the infant gate and we will direct you from there.

WEEK 2

For the second week of term each group of children (according to their birthday month) will have one full day in school, before starting full time from Wednesday 13 September. Drop off and pick up will be from the Infant playground.



	Pupils with birthdays		
	September to December	January to April	May to August
WEEK 1			
Tuesday 5 September	9.00 am - 10.30 am	11.00 am - 12.30 pm	1.30 pm - 3.00pm
Wednesday 6 September	11.00 am - 12.30 pm	1.30 pm - 3.00 pm	9.00 am - 10.30 am
Thursday 7 September	1.30 pm - 3.00 pm	9.00 am - 10.30 am	11.00 am - 12.30 pm
Friday 8 September	OFF	OFF	All day 8.45am - 3.15pm
WEEK 2			
Monday 11 September	All day 8.45am - 3.15pm	OFF	OFF
Tuesday 12 September	OFF	All day 8.45am - 3.15pm	OFF
Wednesday 13 September	All Reception children in full time 8.45am - 3.15pm		
Thursday 14 September	All Reception children in full time 8.45am - 3.15pm		
Friday 15 September	All Reception children in full time 8.45am - 3.15pm		

Key times during the day

8.45am	Whistle is blown
10.30am - 10.45am	Break time
12.00pm - 1.15pm	Lunchtime
3.15pm	Home time



Dropping off your child

On your child's first day and thereafter, please bring them to the door of their classroom. We would encourage that you leave them at the door as this enables the children to settle quickly, thus helping us to begin the day smoothly.

Collecting your child

At the end of the school day, the Reception children are being dismissed from outside their classroom, where you dropped them off.

It is vital that you inform us if someone different is collecting your child. Also, if you are delayed at the end of the day, we would appreciate it if you could contact the school office to let us know. We will telephone parents or an emergency contact if nobody has collected a child at 3.15pm.

Remind your child that they should always return to their class teacher if there is a problem after they have been collected, for example if they have become separated from you on the playground.

Lunchtime

In Reception the lunchtime break is between 12.00pm and 1.15pm. During lunchtime the children are cared for by the lunchtime supervisors. Teachers are always on hand to support when needed.

Hot Dinners

Infants are entitled to the government's Universal Infant Free School Meals. This means the government provide a hot dinner for every child in Reception, Year One and Year Two. Our hot lunches are prepared and cooked on site by Caterlink (www.caterlinkltd.co.uk). A menu of daily choices will be sent home with your child in September. Each morning your child will choose which option they would like for lunch. If you prefer, you may give your child's class teacher a highlighted menu of his/her daily choices so that they can refer to your list.

Lunch Boxes

If your child prefers to have a lunchbox please ensure that **none of the items contain nuts** due to children with severe nut allergies within the school. We have a healthy eating ethos, so please also exclude chocolate, sweets and fizzy drinks.

Milk and Snack

The government provides a piece of fruit or a vegetable for the infant children to eat during morning break time and free milk for each child until their fifth birthday. If you think your child would like milk from their fifth birthday you will need to register and pay via www.coolmilk.com



Free School Meals

Complete Gloucestershire County Council Free School Meals online application:

<https://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/apply-for-free-school-meals/>

We encourage all parents to check if they are eligible to apply for Free School meals. For every child that is entitled to FSM, the school receives extra funding to enhance provision and improve progress and outcomes for children. Please apply, even if you do not wish to take up your free meal.



Learning in the Foundation Stage

Reception is where the excitement begins! A child's first experience of school supports his/her attitude to learning. It is important to lay foundations for a positive attitude towards school. We aim to make your child's experiences at school stimulating, fulfilling and happy.

The foundation stage environment is developed around our I Wonder statements and the children's interests, allowing us to be creative with our lessons. It is an exciting and engaging place to be, where we encourage our children to be independent learners through a range of practical activities.



The children learn primarily through a variety of play and real life experiences.

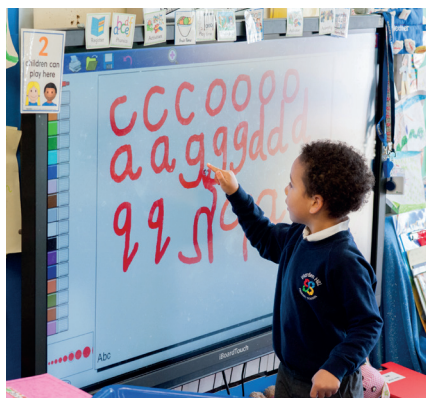


Our teaching is delivered through carefully planned tasks, incorporating a mixture of child initiated and adult led activities. These are thoughtfully organised so that each child can acquire basic skills, knowledge and understanding.



We feel that it is particularly important to develop a passion for reading and furnish each child with a rich and wide vocabulary, in order for them to express themselves confidently. All of these elements will well equip the children for their eventual transition into Year One.

Development is tracked through ongoing assessment, through observations and interactions with the children.



These observations will help us to shape our planning on an ongoing basis, tailored to the



children's interests and needs. We also use the Tapestry App to record particular 'WOW' moments of your child's learning in school and it can also be used at home.

The EYFS Framework

The Early Years Foundation Stage Framework (EYFS) sets out four guiding principles, which shape practice for teaching in Reception.

1 Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured.

2 Social interaction is key to children's development. Children learn to be strong and independent through **positive relationships**.

3 Children learn and develop well in **enabling environments**, with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. They also benefit from a strong partnership between practitioners, parents and/or carers.

4 The importance of learning and development. Children develop and learn at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

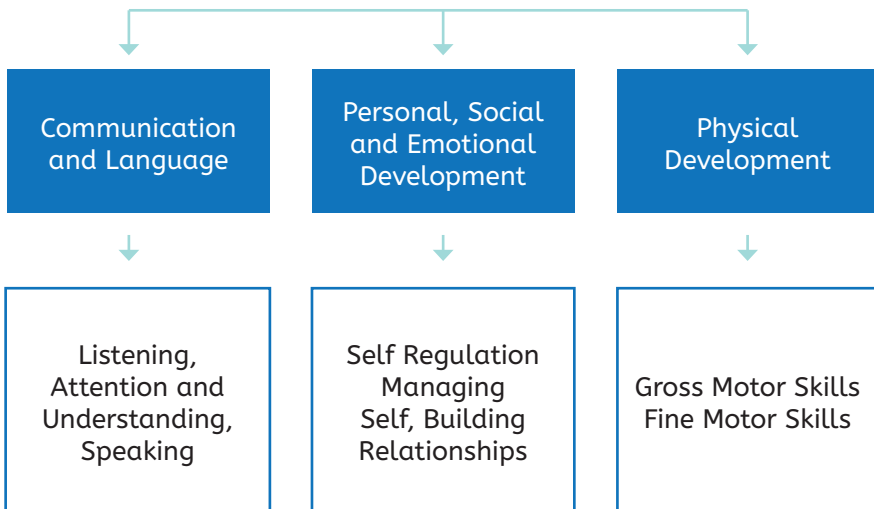


The Early Years Foundation Stage Framework is structured around the three Prime and four Specific areas of learning and development, which are all important and inter-connected.

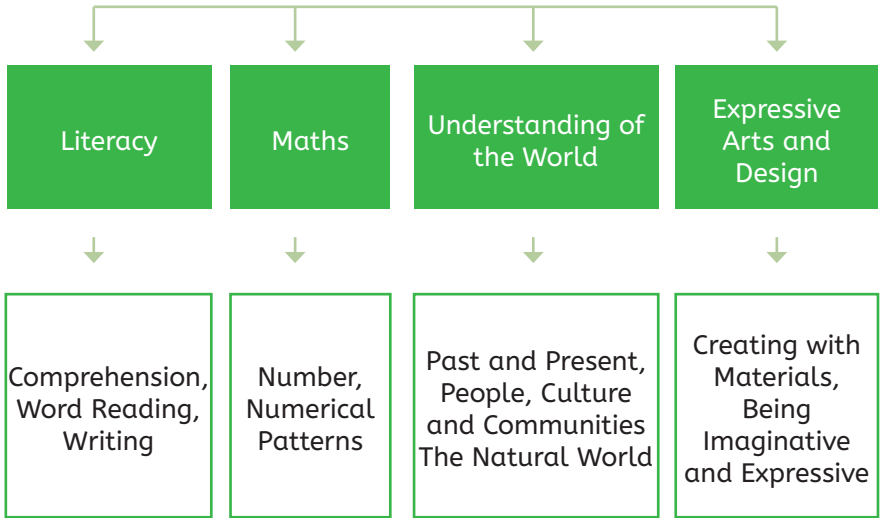
Within these areas there are 17 Early Learning Goals that your child will be working towards achieving by the end of the year.

The way in which your child engages with other children, adults and their environment links to the Characteristics of Effective Teaching and Learning.

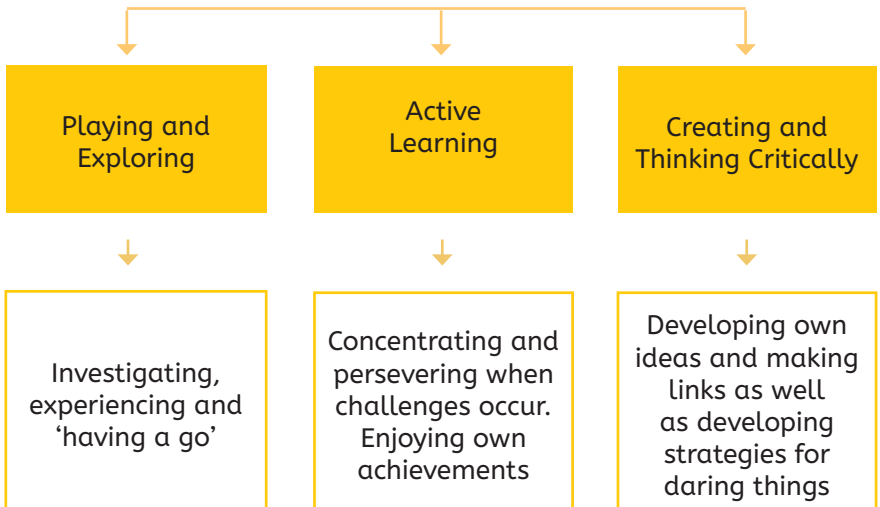
Prime Areas



Specific Areas



Characteristics of Effective Teaching and Learning



The aim of our uniform is to promote a sense of pride within our school, foster a feeling of belonging and community. It is practical, smart and makes our children feel equal to their peers in terms of appearance. It sets a high standard of appearance for all, whilst clothing our pupils in practical, cost effective school wear.

Uniform

- Polo Shirt – school branded, navy blue
- Sweatshirt – school branded, navy blue
- Trousers, shorts, skirt or skort – grey school uniform
- Tights – plain grey or plain navy blue
- Socks – plain grey, plain navy blue or plain black

Footwear

- Sturdy, black school shoes; Velcro or lace fastenings
- No slip-on shoes or boots allowed
- Trainers are not allowed as normal footwear

Jewellery

- Small stud earrings that can easily be covered for PE
- No other jewellery allowed
- Wrist watches may be worn in the Juniors only. They are easily broken, lost and a temptation to others when left lying about and the school cannot be held responsible for any loss or damage
- Smart watches are not allowed in school

Make up

- No make up to be worn within school
- No nail varnish



wardenhill.gloucs.sch.uk/school-uniform/



Hair and Hair Accessories

- Shoulder length hair and longer must be tied back
- Short hair should not contain tram lines or equivalent
- All hair accessories need to be navy blue or black
- No large bows
- No dyed/coloured hair

The school provides each child with their first PE t-shirt. These will be given out on Friday 24 June with the welcome packs.

The t-shirts are coloured according to the house your child is in:

Physical Education Kit

- School t-shirt in House colour with school logo
- Plain navy blue or plain black PE shorts (leggings or joggers for winter)
- Black velcroed plimsolls. The infant children will occasionally require trainers for house sporting competitions.
- Navy baseball and legionnaire style caps with WHPS logo are optional

PLEASE MARK ALL ITEMS CLEARLY WITH YOUR CHILD'S NAME



Windrush



Churn



Coln



Leach

What to bring to school everyday

- Bookbag
- Suitable coat – nothing too special as it is likely to get sandy, wet or muddy
- A clearly named water bottle containing **only water**

You will receive a house coloured water bottle on Monday 19 June with your uniform and welcome pack. You are more than welcome to send your child with their own water bottle if you would prefer.

Additional Information

We play outside in all weathers, so it would be helpful if your child could have a named pair of wellies **permanently** in school.

As our learning environment is both indoors and outdoors, we ask that you make sure your child is equipped at all times of the year.

Please ensure their clothing is practical and suitable for the seasonal changes. Waterproof jackets and winter clothing for cold weather; sun hat and protective clothing in the summer months.

We ask that sun cream is applied before the children get to school so that they are ready for the day.



The PTA (Parents Teachers Association) is a registered charity run by parents and teachers of Warden Hill Primary School.

They organise social and fundraising events such as the Christmas and Summer fayres, school discos, film nights and sponsored events. The money they raise helps to provide extra facilities to benefit the children. These events help to promote a friendly environment at the school.

The PTA depends on the support and involvement of parents to enable its events to run successfully. We are very lucky at Warden Hill to get a good turn out at all of our events and the money raised means that we can make a real difference.

If you are interested in getting involved in the PTA or you have a suggestion for a fundraising or social event then contact the school and your details/suggestions/comments will be passed onto us, or you can email directly at pta@wardenhill.gloucs.sch.uk



Warden Hill
PRIMARY SCHOOL

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Head Teacher: Mrs Georgina Flooks