

WELCOME TO RECEPTION AT ST HUGH'S



We would like to welcome you and

to St Hugh's.

We hope that this booklet will be helpful to you and your child in preparing for the first weeks of school life.

Again much use is made of the well-equipped outside area which, like the classroom, incorporates all of the Early Learning Goals. Each afternoon ends with a snack and story time. Your child will be ready to go home at 3.30pm.

Other important information for the start of term.

Records, including the EYFS profile, are kept regularly of your child's development and progress and these are contained in a 'Learning Journey' File. This document is kept in the classroom and you may have free access to it should you so wish. Your child's personal file is available on written request to the Headmaster.

Your child's EYFS profile will be discussed in detail during the spring parents' evening session when there will be an opportunity to discuss the results with the class teacher later in the year.

School Policies

The following policies are available on the St Hugh's website or from the school office:

- Admissions Policy
- Educational Visits Policy
- Complaints Procedure
- Child Protection (Safeguarding) Policy
- Special Educational Needs Policy
- Curriculum Policy
- Behaviour Management Policy
- Anti-bullying Policy
- First Aid Policy
- Travel Policy

Procedure for collection of children

At the start of term you will be asked to fill in a form with the names of all adults who may collect your child from school. Should you wish to change these arrangements or add a name to the list you will need to complete a collection slip, available outside each classroom, and give it to the class teacher at the start of the day. We do not allow children to leave with a non-designated adult or with another child.

Our aims during the first weeks

In the first weeks of term our aim is to provide your child with everything he needs to settle happily and quickly into the daily routine of school. Coming into a new and busy environment can be quite an unnerving experience to start with and it is important to create a warm, secure and welcoming atmosphere. We make sure that he has a personal space where he can settle quickly to an activity such as colouring, drawing or a simple game.

The Curriculum

In Reception, we plan and prepare exciting activities to ensure that all children are working towards the Early Learning Goals. This Foundation Stage is organised into six areas of learning:

Communication, Language and Literacy - We offer many opportunities for the children to learn and practise communication skills and to access language and literacy. These skills are encouraged through both structured and unstructured play, role play, listening to and telling stories, show and tell, access to books and the Pre-Prep library. We also follow an excellent literacy scheme (RWI - Read, Write, Inc) which is designed to develop the children's reading, spelling and writing skills.

Problem solving, Reasoning and Numeracy - We follow the 'Abacus Evolve' Scheme throughout Pre-Prep and Middle School. The children are encouraged to enjoy working with numbers and to experience and investigate other mathematical concepts such as shape, space, pattern and measurement. There are many opportunities to include mathematical activities and challenges across the curriculum, in particular during structured play sessions when the children have access to sand, water, bricks and many other materials with which to experiment.

Should a parent, in an emergency, be unable to collect their child at the appointed time, when a member of staff becomes available to do so, the child will be taken to the main entrance hall and supervised until collection.

Knowledge and Understanding of the World - This area of the curriculum covers many subject areas such as science, geography, history and RS and all these can be interlinked in our topic sessions. The overall aim is to inspire the children with awe and wonder at the world around them: to help them to begin to understand how it works, to encourage in them an awareness of their local environment and culture and to begin to recognise that other cultures and environments exist in other parts of the country and the world.

Personal, Social and Emotional Development - Our aims are to encourage the children to be thoughtful, kind and caring members of the Pre-Prep and of the wider community. The concepts involved in this area of the curriculum occur in everything we do at school - in the playground, in the classroom, dining hall, cloakrooms, before and after lessons. They are reinforced at every opportunity through role play, assemblies, RS lessons, 'Circle time' and 'Golden Time'. High standards of behaviour are insisted on and rewarded, and self respect and respect for others is encouraged at all times.

Physical Development - This is a very important time for children developing physically and we aim to incorporate as much physical activity as possible into each school day. The children have access to fresh air and an outdoor environment for much of the time they are with us and they have discrete PE and games lessons twice a week. Music, movement and drama feature strongly in the activities which are offered to the children.

Creative Development - The children are also given a wide variety of experiences that encourage creativity through art, design and technology, drama and music.

The Daily Routine

Please bring your child to school at 8.25am. As he comes into the classroom, there will be an activity for him to settle to straight away in his place. Alternatively other activities may be set up to help focus the children's attention away from the moment of parting. A quick and cheerful goodbye is always the best way to part. Your child may well find it difficult at first to settle and may be tearful, but usually children calm down and join in with the activities once their parents have left.

At 8.40am, there is registration and at 8.45am the children begin their morning activities, which will concentrate mainly on the core subjects of Literacy and Mathematics. There is a daily assembly where the Reception children join the other classes, and, on one Friday each term, the Reception prepares and performs an assembly for the rest of the children and teachers in Pre-Prep. In the middle of the morning there is a break when the children go out to the main playground and on their return they will have a snack and a carton of milk. Your child may also bring in fruit juice or have plain water. The morning continues with activities until 11.45 when the children go to the Manor House dining room for lunch. They sit with their classmates and each table is supervised by a member of staff, who will serve the food and encourage the children in lunch-time conversation and good manners. All the children are encouraged to try a little of everything, but we do not wish the lunch table to become a battle ground.

After lunch, on Mondays, Tuesdays, Thursdays and Fridays, the children will have a longer break outside in the main play area. On Wednesdays, during the autumn and spring term, the Reception children go home immediately after lunch and should be collected at 12.30pm from the classroom.

The afternoon session begins at 1.15 and the activities vary. These include: P.E, Creative sessions, Music and Movement, 'Circle time', R.S, topic discussions, nature walks or a choice of educational toys to use.

To help your child's confidence in day to day situations please encourage him:

- to dress and undress himself
- to put on and do up his outdoor coat
- to put his shoes on the correct feet
- to use the lavatory correctly on his own and to wash his hands afterwards
- to use a knife and fork correctly
- to use a handkerchief or tissue efficiently
- to share toys and to be able to take turns
- to help tidy up after activities

Enclosed with this pack a short questionnaire giving you the opportunity to tell us about your child's individual needs, abilities, likes and dislikes.

It is also helpful if your child begins to refer to Miss Please, Mrs Smith and Mrs Russell by their names so that he is familiar with them when he starts school.

To encourage your child to make a good start to his reading please:

- read to your child with enthusiasm and pleasure so he knows how much fun reading can be.
- if possible, visit the local library to choose books together and help your child to learn how to look after them.
- if you wish to begin introducing letters to your child, use the phonetic alphabet sounds, eg 'a' as in apple (not acorn), 'b' as in ball, etc., and make the sound very soft.
- if you wish to encourage writing skills, make sure your child holds the pencil with a tripod grip and that he forms each letter correctly (please refer to the attached alphabet for guidance).

We look forward very much to welcoming your child to St Hugh's and hope that his first year will be happy, exciting and rewarding. If you have any concerns please do not hesitate to speak to one of the class teachers, the present Head of Pre-Prep, Sally Watts or, from September, the new Head of Pre-prep, Mrs Sally Russell.

Sally Watts (Head of Pre-Prep),
Mrs Anne Smith, Miss Jenny Please