

# Penwortham Broad Oak Primary School



## Reception Parents' Information Booklet

“Together We Challenge Aspire Nurture”

# Welcome to Reception Class

Starting “big school” is a major event in the life of a four year-old (and their parents!) and here at Broad Oak, we aim for this time to be a happy and memorable experience.

There will be lots of new things to learn, and we hope that this booklet will provide some useful information that will help you and your child get ready for and settle into school life quickly.

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# General Information

Our contact details are:

Broad Oak Primary School

Pope Lane,

Penwortham,

Preston,

PR1 9DE

Telephone: 01772 749511

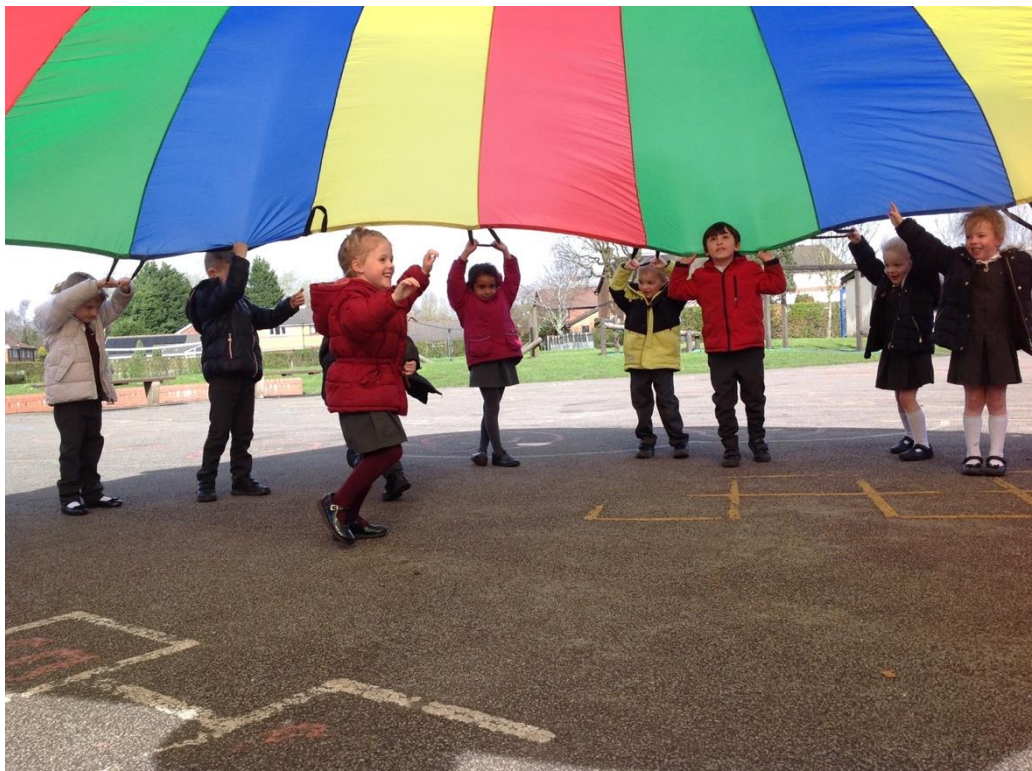
Website: [www.broadoak.lancs.sch.uk](http://www.broadoak.lancs.sch.uk)

Email: [office@broadoak.lancs.sch.uk](mailto:office@broadoak.lancs.sch.uk)

Head Teacher: Miss S Barton

Chair of Governors: Mrs S Naylor

Learning Mentor: Mrs K Dytham



# Our Mission Statement

Broad Oak Primary School is dedicated to celebrating the success of individuals and groups where they are empowered to exceed their own expectations and to make a valuable contribution to their society.

Through a caring, safe, supportive, and challenging ethos, we pride ourselves in delivering an excellent quality of education, where mutual respect and opportunity for all are combined with the values of community life.

## Aims

This is achieved through the following aims:

- to provide a secure, caring environment
- to promote self-discipline, moral values and self-esteem
- to develop each child according to his/her potential
- to encourage an enthusiastic attitude to learning
- to promote the growth and development of a partnership between the school, the home and the wider community for the benefit of the children

## Values

At Broad Oak we are:

- A successful school
- A happy school
- A creative & innovative school
- A hard-working and purposeful school
- A school which values partnership with parents
- A school at which pupils' efforts are valued
- A school which sets and maintains high standards
- A school which provide equality of opportunity

## Meet the Reception Class Teacher



All of the staff in our classroom are on hand to help if you ever need any support or assistance.  
Please feel free to come in and talk to us.

## Parents as Partners

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

In Reception class, 'our door is always open' and parents are always welcome to come and discuss anything with our staff at the earliest opportunity. Mrs Bentham is usually available at the beginning of the school day from 8.40am, and at the end of the school day from 3.15pm. If there are ever any issues you would like to discuss outside of these times, please do not hesitate to make an appointment to arrange a suitable time.

We offer lots of extra-curricular activities at Broad Oak, and welcome parents to come and join in with us. We truly value all of the support that our parents provide and the help they give to our school.

Just a few of the things we welcome parent's volunteer help with include:

- \* school discos
- \* Penwortham Gala float
- \* summer fair
- \* walking to church for our Harvest, Christmas & Easter celebrations



# Preparing your child for school

Your child will be in a class of 30 children, and it will make their experience of starting school much easier and happier if they are independent and feel confident in doing things for themselves. Children of this age are often underestimated, and they can do a lot more than they are given credit for, as long as they are given plenty of opportunities to do so.

## How can I help my child prepare for school?

\*Encourage your child to be as independent as possible in day to day tasks. Just simple things like tidying up or getting themselves dressed will make a huge difference to your child's independence and confidence if they are given opportunities to have a go by themselves. (We appreciate that it will take longer for them to do things, but it will be greatly beneficial in the long run!)

\*Get your child used to a routine of going to bed early and getting up early in the mornings to make the first few days of getting ready for school stress free!

\*Talk to them about school positively. Starting school can be a daunting prospect to a four year-old, and we want them to hold a positive outlook towards it.



## What can I do with my child before they start school?

- \*Give your child as many varied experiences as possible: drawing, painting, cooking, singing, making models, playing games, jigsaws, dancing, etc.
- \*Get them used to things they will be using in school: pencils, crayons, paints, chalks, felt pens, play-dough, scissors, etc.
- \*Share stories, books and rhymes. Reading to your child will make a huge difference to their literacy skills.
- \*Count everything! Even if it is counting how many plates you are setting out for dinner, or how many steps you take up the stairs; basic counting will give your child a great head start in developing their mathematical skills.
- \*Talk to your child; name familiar things and discuss things around them and explain what they are for. Talk about what you see when you are out and about. Watch people and discuss what they are doing. This will have a huge impact on your child's speech & language, observational skills and understanding of the world.
- \*Have fun... get messy... PLAY!



# A Day in Reception Class

## Morning:

8.40am: doors open. Settling in time and morning challenge

9.00am: register

9.10am: RWI phonics sessions throughout the morning session

10.00am: free-flow & focussed activity time

10.15am: tidy up time

10.15-10.30am: play time

10.30-11.30am: Maths focussed input and activities

10.45-11.30am: free-flow & focussed activities

11.30 NCETM number time am: get ready for lunch

12am: lunchtime



## Afternoon:

1pm: register

1.10pm topic focussed input

1.30pm: free-flow & focussed activities

2.30pm: tidy up time

2.45pm: playtime

3.00 pm: stories & songs

3.20pm home time



This is a day in Reception class at a glance. When your child begins school, this will be slightly different whilst they are getting used to their new environment and routines. We change the timetable to best suit the children's learning, so it will alter from time to time.

## The School Day

### Morning Procedures

Our doors are open from 8.40-8.50am. Children are brought straight into our Reception classroom through our classroom door. Parents are to say by to their child at the door before they start their school day.

### Collecting your child

Home time is 3.20pm and you collect your child from our classroom door (same place as morning drop off).

If there is ever a time when someone different is collecting your child it is very important that you inform us prior to their collection, whether it be telling a member of staff in the morning, or contacting the school office. If we are unsure of who is collecting your child, we will contact you. Your child's safety is always our first priority.

### First Day at School

\*Arrive on time.

\*Leave cheerfully. If your child sees that you are happy, then they will be happy!

\*Leave promptly. Linger about can make it harder for your child to separate from you.

Remember: first day tears are nothing to worry about, and we will always contact you if there are any problems.

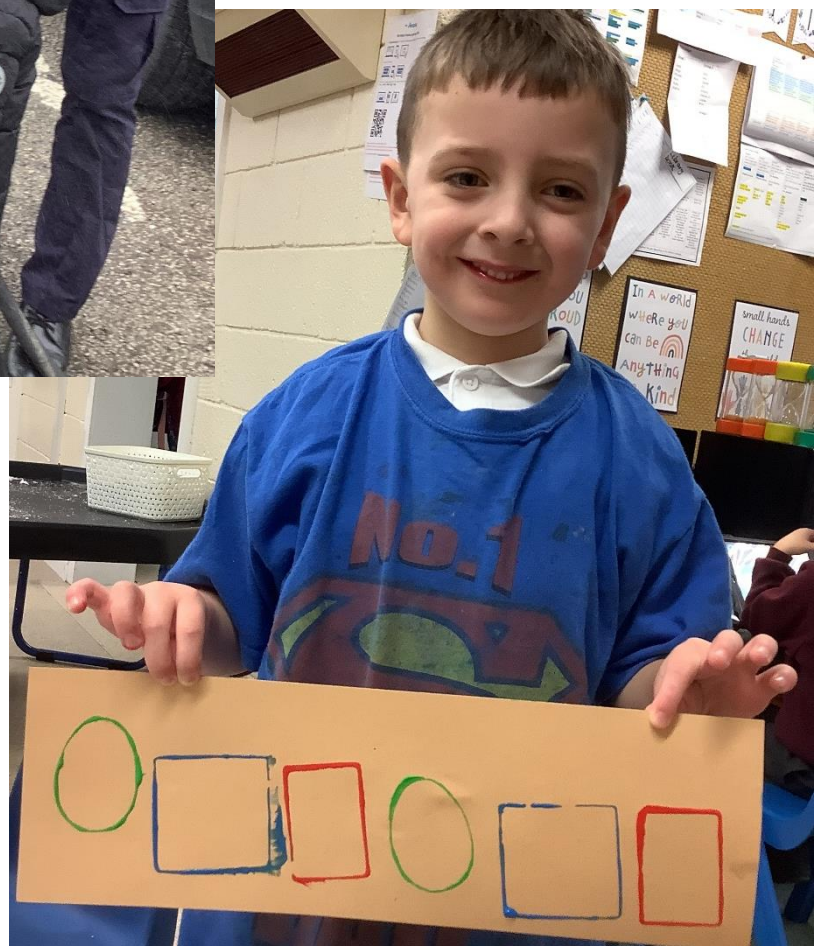


## School Dinners

Your child is provided with a free school dinner until the age of 7 years old.

The menus we follow are on a rolling programme and change each term. You will be given these menus to select from the hot and cold dinner choices which you can select using our online system.

It is very important that you fill these menus in as soon as possible to ensure that we can get your child's dinner put into our system ready for



# The Early Years Foundation Stage Curriculum (EYFS)

This is the curriculum that your child will follow throughout their time in Reception. It consists of 7 areas of learning (3 prime areas and 4 specific areas).

## Prime Areas of learning:

- \*Personal, Social & Emotional Development
- \*Physical Development
- \*Communication & Language

## Specific Areas of Learning:

- \*Literacy
- \*Mathematics
- \*Understanding the World
- \*Expressive Arts & Design

We use this curriculum to plan and implement a dynamic cross-curricular approach to learning. All areas of learning and development are important and interconnected, and we plan activities to reflect the different ways that children learn.



# Learning in Reception

Reception is where the excitement begins! Children learn together in an environment which is developed around their interests. We pride ourselves on being an exciting and engaging place to be – encouraging our children to be independent learners through a range of practical activities.

“Play is the highest form of research” Albert Einstein

When you ask your child what they have done at school, they will probably reply with “play”. That is exactly what they are doing! However, our learning environment and activities are carefully planned and structured in such a way as to ensure that the play going on suits the children’s learning requirements and extends their knowledge and development in a challenging yet fun manner.

The EYFS framework states: ‘Play is essential for children’s development, building their confidence as they learn to explore, relate to others, set their own goals and solve problems.’

The best learning occurs when children are having so much fun that they don’t actually realise that they are learning!

The end of the school year is always exciting because Reception class go on a trip! Our trip will reflect the topic that we are doing at the time, and we always try and stay a short distance from school... just a short coach journey away. We will give you plenty of notice of the date of our class trip, and you will have the option to pay for it in instalments.



# School Uniform

## Boys

Grey or black trousers (or shorts in summer)

White polo shirt

Burgundy sweatshirt

Black school shoes (preferably Velcro to encourage independence)

PE kit: white t-shirt, black tracksuit bottoms and black Broad Oak hoodie

## Girls

Grey pinafore or skirt / grey or black trousers (or summer dress in summer)

White polo shirt

Burgundy sweatshirt

Black school shoes (preferably Velcro to encourage independence)

PE kit: white t-shirt, black tracksuit bottoms and black Broad Oak hoodie

All of our uniform is available to purchase at "Justs" (53 Pope Lane, Penwortham, 01772 743807) where you can also choose items with our school emblem on.

It is essential that you put your child's name in all of their uniform. We have got lots of children with the same sized clothing, so they are easy to get mixed up!



# What else does your child need to bring to school?

Book-bags are available to buy at our school office. We recommend that you purchase one of these as they are the perfect size to hold all of the things that your child will need, and fit neatly into their tray.

Our book-bags are used as a message system between school and home, and we will regularly put important information and letters in them. Please check your child's book bag every day to ensure that you do not miss anything.

In Reception we are very proud of our outside area, of which we make use of every day no matter what the weather. Please send your child to school in a good, warm coat, preferably with a hood.

When it is sunny, please send your child to school with a sun hat. We also recommend that you put sun cream on your child. They can bring their own sun cream to school to reapply on themselves if required. These items must be clearly labelled with your child's name on.

We have got spare clothing in school in case a child has an accident and needs changing. If your child uses our clothes, please remember to send them back. It is always useful to put some spare clothes and underwear in your child's book bag if you think they might need them during the school day.

