



**Dream Believe Achieve**



# **Starting Reception**

*Information Booklet*

# Welcome to Whittlefield Primary School

This information booklet is about “Starting School at Whittlefield”. We hope that it will contain most of the practical information you will need to ensure a smooth entry into school for your child. Please take some time to read it. We look forward to seeing you and your child very soon and wish you a happy and successful time at our school.

## Meet the Staff

### Our Reception Team



Mrs Wilding  
Reception Class Teacher

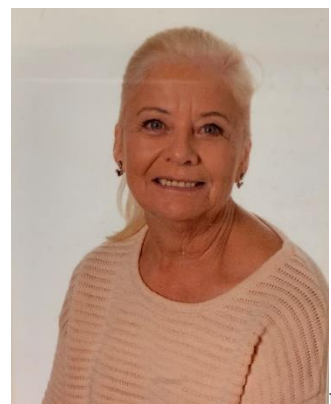


Mrs Maddock  
Reception HLTA

As we work as a Foundation Unit, the other members of staff your child will come into contact with are our Nursery team.



Miss Johnson  
Nursery Class Teacher



Mrs Whittam  
Nursery Teaching Assistant

## **The School Day**

Morning session 8.55 am-11.45 noon EYFS & KS1

Morning session 8.55 am-12.15 noon KS2

Lunch 11.45 – 12.45pm EYFS & KS1

Lunch 12.15 – 1.15pm KS2

Afternoon session 12.45pm-3.15pm EYFS & KS1

Afternoon session 1.15pm-3.15pm KS2



## **Arrivals and Departures**

Children come into school from 8.45am through the classroom door entrance on the KS1 yard. The children will be greeted by a member of the Reception Team. All reception children should be in school to start the day by 8.55am. At 8.55am the doors will be locked.

The end of the school day is 3.15pm. At home time, please collect your child by the classroom door. If you arrange for someone different to collect your child from school, please let us know in advance. Children will only be handed over to parents or carers whom the Reception staff know.

## **Late Arrivals**

If you are ever running late and the doors have been locked all late arrivals must enter school via the Main Office.

## **Absence**

If your child is going to be absent from school please ring the school office by 9.30am. Any absence not verified by a parent has to be entered in our register as an unauthorised absence. We will contact you if your child is not in school by 9.30am and we have not heard from you.

## **Attendance**

We place great emphasis on good attendance at school. Days missed is learning lost. Holidays in term time will not be approved unless they meet the exceptional circumstance criteria. Please endeavour to arrange appointments at doctors and dentists after school hours. Sometimes it is unavoidable especially in cases of hospital appointments. We must see all medical appointment cards in order to authorise any absence from school.

## **Outdoor Play**

In Reception, children will have access to the outdoor classroom every day as an integral part of their curriculum. No matter what the weather- rain or shine, reception play out in all weathers. Please ensure that your child is adequately dressed for the weather and we ask every child to bring a pair of wellies to keep at school. We have a set of waterproofs for use within school.

On hot days we ask that parents prepare their children with sun cream before they come to school, sun hats and glasses.

## **Drinks and Healthy Snacks**

All children are given a water bottle to encourage them to drink plenty of water during the course of the day. The school provides milk and a piece of fruit as a snack for children which can be chosen to be taken at any time throughout the day. We also have snack where we provide a variety of fruits, vegetables and snacks such as toast, crumpets, fruit loaf, wraps and dips and bread sticks. We politely ask for £1.00 a week voluntary contribution or £10 if paid upfront for the full term. All payments must be paid via ParentPay.

## **School Meals**

All reception and key stage 1 children are entitled to **free** school dinners provided by our kitchen staff and are cooked on the premises. For Key Stage 2 children (Years 3, 4, 5, and 6) there is a charge of £11.75 per week.

If you choose to send a packed lunch, then please ensure that it is as healthy as possible. No chocolate, sweets or fizzy drinks are allowed. We politely ask that only one treat item is provided.

The children eat in the hall between 11.45am-12.15pm. Then they all play out together on the EYFS outdoor area between 12.15-12.45pm. All children are supervised by Welfare Assistants and First Aiders.

The team of Welfare staff play an important part in looking after the children at lunchtimes by encouraging good manners, keeping a watchful eye on playground games and generally seeing to their welfare.

The school receives additional funding for pupils whose parents are in receipt of benefits. If you are in receipt of Income Support, Income-based Jobseekers Allowance, Income-Related Employment and Support Allowance please complete the form as school can claim extra funding.

## **Pupil Post**

Letters, events and newsletters are posted on our school website regularly and through our school App. You will receive an invitation from us to activate your account. We also use an online app called Seesaw in Reception and have a Text Messaging Service to update or message you with information.

## **P.E**

Children in Reception will be required to bring a P.E kit in a named P.E bag. Please do not send your child's P.E kit in a big bag as the bags share the same hook as their coat. Your child will have two P.E sessions per week. Your child will be expected to be able to put their own P.E kit on but we will help initially if they need support. Please practice dressing at home.

Our school P.E kit is as follows;  
Black shorts, a red t-shirt and black pumps.



## **Jewellery**

All jewellery must be removed for P.E. Please do not send your child wearing pieces of jewellery; this is for the safety of your child. We do not encourage ear piercings but if your child does have their ears pierced please make sure their earrings are removed before coming to school on P.E days. We are not allowed to take earrings out and we do not allow earrings to be covered with a plaster.

## **Uniform**

Red school sweatshirt or cardigan  
Red school polo shirt  
Grey skirt or trousers  
Grey, black or white socks  
Black school shoes  
Red & White Check dress (if preferred in Summer)  
Book Bag



Our school uniform is available from Whittaker's at Pendle Village Mill, and Moonline.

**Please ensure that all uniform, P.E kits and coats are clearly labelled with your child's name.**

## **Lost Property**

Children can very easily lose their possessions. We do have a lost property box in school for you to look through if you notice your child's wardrobe is dwindling! Please ensure that every item of clothing has your child's name in.

## **Health Matters**

We rely on your discretion in deciding if your child is too ill to attend. If your child has been ill they must remain at home for 48 hours after the last bout of vomiting or diarrhoea. If your child has an infectious disease, such as chicken pox, you must keep your child at home. Your own doctor will advise you on the safe time for your child to return to school. Head lice are, unfortunately, a recurring problem amongst children and we ask that you check your child's hair regularly. If you find head lice please treat your child and send them to school, informing the class teacher.

It is necessary for us to have a current contact number in case your child is taken ill at school and needs to go home early. Should this change, then please let us know immediately. If your child has to go out of school for a medical appointment or leave school early due to sickness, then please sign your child out in the school office.

## **Before and After School Club-Whitty Kids Club**

The school offers before and after school club care every day during term time. Morning sessions include breakfast and run from 7.30am-8.55am. Afternoon sessions run from 3.15pm to 6.00pm. Please see the enclosed form regarding costings and booking a place.

## **Educational Visits**

We have organised trips that allow children to experience live theatre and other educational visits to museums, farms etc. These trips form part of the school curriculum and are a regular feature of our school work. However, the school does not have funds to finance these outings, and voluntary contributions are essential for these to continue.

We would appreciate you completing the consent slip to allow us to take your child on impromptu trips in the immediate locality. You will be informed in advance of any other visits and will be asked to complete a separate slip each time.

## **Opportunities for you to get involved**

Our Parents Teacher and Friends Association (PTFA) meets regularly throughout the year and all new parents are welcome to join in, just ask!

Throughout the year there will also be opportunities for you to attend whole school events such as school fairs, coffee mornings etc. There will also be stay and play sessions for you to attend with your child.

## **What you need to return to school**

**Permission Slips and Important Information Booklet  
Before and After School Club Registration form (if required)**

If you require any more information please don't hesitate to contact us.

Whittlefield Primary School  
Tabor Street  
Burnley  
Lancashire  
BB12 0HL

Tel: 01282 429419

Email: [bursar@whittlefield.lancs.sch.uk](mailto:bursar@whittlefield.lancs.sch.uk)

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

Facebook: Whittlefield Primary School



# Am I ready for school?



## Tips for parents

When your child starts primary school there are a number of skills that they should ideally have mastered. Use this sheet as a guide to help track their progress.

### Self-care

- I know when to wash my hands
  - I can wipe my nose
- I can ask for help if I don't feel well

### Speaking & literacy

- I am interested in reading stories & looking at picture books
- I am able to talk about myself, my needs & feelings
  - I am practising recognising my name when it's written down

### Getting dressed & undressed on my own

- I can button & unbutton my clothes
- I can put my own shoes & socks on
- I can put my coat on & use a zip

### Interest in the world & new activities

- I enjoy learning about the world around me
  - I am interested in exploring new activities or environments
    - I like asking questions

### Eating

- I can use a knife & fork
- I can open my packed lunch on my own
  - I am confident at opening wrappers & packaging

### Writing skills

- I like tracing patterns & colouring in
- I enjoy experimenting with different shaped scribbles
  - I am practising holding a pencil

### Going to the toilet

- I can go to the toilet on my own, wipe myself properly & flush
- I can wash & dry my hands without any help

### Independence

- I am happy to be away from my mummy, daddy or my main carer
- I am happy to tidy my belongings & look after my things
- I am feeling confident about starting school

### Listening & understanding

- I am able to sit still and listen for a short while
  - I can follow instructions
- I understand the need to follow rules

### Sharing & turn taking

- I can share toys & take turns
- I can play games with others
- I can interact with other children

### Counting skills

- I enjoy practising counting objects
- I like saying number rhymes & playing counting games
  - I can recognise some numbers when they are written down

### Routines

- I have practised putting on my uniform & getting ready to leave on time
- I have a good bedtime routine so I'm not feeling tired for school
- I'm learning to eat at the times I will on school days





# Wow Moment!

Write when your child  
does something amazing!

Full name:

Date:



**Wow!**

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Write when your child  
does something amazing!

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Date:



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