



# TOOTING PRIMARY SCHOOL

## Reception Year 2016 – 2017 Information Booklet

### Apollo Class & Mercury Class

Tooting Primary School

Franciscan Road

Tooting

London

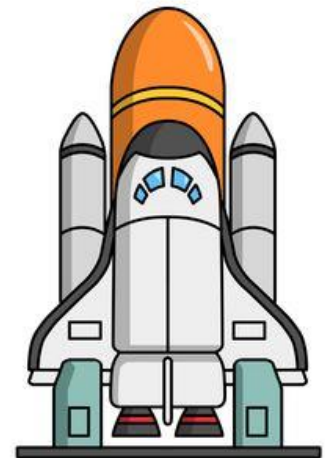
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Headteacher: Mr David Milligan



# The Reception Team

## Mercury Class



## Apollo Class



**Mrs S Mattison**  
EYFS Teacher  
EYFS and KS1 Leader

**Miss S Jackson**  
Mercury Class TA  
Mon Tues Wed

**Miss M Gould**  
Mercury Class TA  
Thurs Fri

**Miss K Rogerson**  
Teaching Assistant  
across both classes

**Miss B Connatty**  
EYFS Teacher

**Miss L Wilson**  
Apollo Class TA

The Reception Team would like to wish you all a warm welcome to Tooting Primary School and take this opportunity to give you some more information about our school.

### School times:

Morning session: Gates open at 8.40am with classroom doors opening at 8.45am

Lunch: 11.45 am – 1.00pm

Afternoon session: 1.00pm - 3.10pm

### Starting school and settling in

The first day of school for children will be **Monday 5<sup>th</sup> September 2016**. On **Monday, Tuesday and Wednesday** of the first week the children will attend from **9.00am to 12.00pm**.

On **Thursday and Friday** of the first week children will stay at school for lunch and attend from **8.45 am to 1.00pm**. The children's first full day will be **Monday 12<sup>th</sup> September (8.45 am – 3.10pm)**. Term dates for 2016/17 can be found on our school website: [www.tootingprimary.org](http://www.tootingprimary.org)

The start of school life for children and parents/carers is very exciting but can also be a little anxious. Our aim is to provide a smooth transition into school, so you and your child can enjoy the best start to life at Tooting Primary School.

Date	Time	Notes
<b>Monday 5<sup>th</sup> September</b>	<b>9.00am -12.00pm</b>	Children go home for lunch. Afternoon- Teacher/Parent Consultation Meetings.
<b>Tuesday 6<sup>th</sup> September</b>	<b>9.00am -12.00pm</b>	Children go home for lunch. Afternoon- Teacher/Parent Consultation Meetings.
<b>Wednesday 7<sup>th</sup> September</b>	<b>9.00am -12.00pm</b>	Children go home for lunch. Afternoon- Teacher/Parent Consultation Meetings.
<b>Thursday 8<sup>th</sup> September</b>	<b>8.45am - 1.00pm</b>	Children stay in school for lunch
<b>Friday 9<sup>th</sup> September</b>	<b>8.45am - 1.00pm</b>	Children stay in school for lunch
<b>Monday 12<sup>th</sup> September</b>	<b>8.45am - 3.10pm</b>	First Full Day At School

When you first bring your child into school you are more than welcome to help them find their peg and help them settle in. Past experience has shown that children usually settle into their new routines more quickly if parents/carers do not prolong goodbyes. Reception staff are always available on the school door if you need to pass on any information. The children enter school through the double doors into the EYFS playground in the mornings and exit through their classroom doors at the end of the day. Please wait on the EYFS playground at the end of the day and your child will be handed over to you by one of the adults in school.

### **Collecting and dropping off children at school**

Children should arrive at school by 8.50am at the latest (the school gates are closed at this time) and be collected promptly at the end of the day. Children are welcome to come to school on scooters or bicycle, these are stored underneath our canopy in the EYFS playground.

If you are driving to school please be aware that there are yellow zig-zag no parking lines outside of the school and limited spaces on Franciscan Road. Traffic wardens patrol the area on a daily basis.

Please inform the school if someone other than yourself will be collecting or dropping off your child. To keep the children safe we will not allow any child to go home until we have spoken to you and it has been confirmed that the appropriate adult is collecting your child.

### **Water Bottles**

We always encourage the children to drink water during the day. Please send your child into school with their own water bottle. This needs to be named and will be brought home each day. Please only send water into school, fizzy drinks and juice are not allowed in school.

### **Wrap around Care (Kids City are outside providers who run this club at school)**

Breakfast Club – this runs in school from 7.45am to 8.45am. Children are given a healthy breakfast and an opportunity to play. Places can be booked via Kids City through [www.kidscity.org.uk](http://www.kidscity.org.uk) or on 0208 678 5968/59. This club takes place in the Kids City room on the first floor.

After school care – this runs from 3.15 to 6.00pm. Places can be booked via Kids City through [www.kidscity.org.uk](http://www.kidscity.org.uk) or on 0208 678 5968/59. Please contact Kids City for information on prices and availability.

### **The School Day**

8.40am	School gates open
8.45am	Classroom doors open
8.50 am	Early morning activities and register
9:00 am	Whole class Phonics Lesson
9.25 am	Adult led focus activities and child initiated learning
10.20 am	Whole class Maths Lesson
10.40 am	Snack-Time
10.55 am	Adult led focus activities and child initiated learning
11.30 am	Story -time
11.45 am	Lunch time
1.00 pm	Whole class topic lesson
1.20 pm	Reading activities
1.45 pm	Adult led focus Activities and child initiated learning
2.45 pm	Tidy Up, story time (Mondays/Fridays-Assembly)
3:10 pm	Home time

## **The EYFS (Early Years Foundation Stage) Curriculum**

In the Early Years Foundation Stage (EYFS) at Tooting Primary School our aims are: -

- to support children to make a planned, confident transition from home to school
- to provide a happy, caring, safe and secure environment for learning
- to plan learning experiences that meet the individual needs and interests of the children through a balanced provision of adult led and child initiated opportunities
- to support children to become competent and confident learners so they are able to reach their full potential
- to provide a broad and balanced high quality curriculum in line with the Early Years Foundation Stage guidance
- to foster positive home school links with parents and other care providers.

We follow The Early Years Foundation Stage Curriculum which came into effect in September 2012. This framework is a means of ensuring high standards of early education and care that will reassure parents that their child's development is being fully supported.

The EYFS underpins all future learning by supporting and fostering the children's personal, social and emotional wellbeing. It encourages positive attitudes and dispositions towards learning in the children and promotes learning through play.

The Early Years Foundation Stage is divided into the following areas of learning.

### **Prime Areas**

#### **Personal, Social and Emotional Development**

- Making Relationships, Self-confidence and Self-Awareness, Managing Feelings and Behaviour

#### **Physical Development**

- Moving and Handling, Health and Self-Care

#### **Communication and Language**

- Listening and Attention, Understanding, Speaking

### **Specific areas**

#### **Literacy**

- Reading, Writing

#### **Mathematics**

- Numbers, Shape, Space and Measure

#### **Understanding the World**

- People and Communities, The World, Technology

#### **Expressive Arts and Design**

- Exploring & Using Media and Materials, Being imaginative

Social and Emotional Aspect of Learning (SEAL) will be used to assist with the teaching of Citizenship and Personal, Social and Health Education as well as a range of picture books and Circle Times to cover topics as they occur.

The children develop their understanding of IT by using a range of resources across the curriculum; these will include: laptops, ipads, electronic toys, games, cameras, c.d. players and computer programs designed for EYFS.

### **Topics for the Early Years Foundation Stage:**

Seasons and Festivals will be covered as they occur.

#### **Autumn Term:**

Autumn 1 You & Me / The Little Red Hen

Autumn 2 Let's Celebrate / The Gingerbread Man

#### **Spring Term:**

Spring 1 Let's Make It /The Three Little Pigs

Spring 2 Let's Move / Rhyming Stories

#### **Summer Term:**

Summer 1 Digging & Delving / The Enormous Turnip

Summer 2 Creeping & Crawling / The Very Hungry Caterpillar

**Talk for Writing** - Every half term the children learn a familiar/ traditional story which they rehearse orally and participate in activities linked to the story. By the end of the half term children write the story using story language.

### **Phonics and Reading**

Letters and Sounds is used as our synthetic phonics programme. All children will have access to a high quality rigorous 20 minute daily phonic lesson.

Children will have opportunities to apply their phonic skills to reading and writing activities.

Reading will play a vital part in the curriculum. Children will have access to a range of fiction/non-fiction texts and be able to take books home on a regular basis to share with adults. The school will use a selection of phonetically regular scheme and 'real' books.

They will also have the opportunity to share books with adults, read with their friends and take part in group reading activities. Reading books will be given out by October half term and these will be changed weekly.

There will be a **Reading and Phonics Information Session for EYFS Parents on Monday 3<sup>rd</sup> October from 6-7 pm.** Further details to follow.

### **Home Learning**

Once the children have settled into school, Home Learning activities will be sent home via email on Fridays. These activities will include information regarding what areas of learning have been covered at school that week and suggestions for activities for you to carry out at home. This will not be compulsory homework and there will be no expectation that work needs to be handed in to be marked.

### **Parental Involvement**

Throughout the year the children will take part in local trips and some trips further afield. We may at times need extra adults to come on the trip and will ask if you are available when these trips arise.

Our curriculum is full of exciting and interesting activities. We are always looking at ways to encourage visitors into school so if you have a special skill that you would like to share with us, please let the school know.

## **Assessment**

When the children start Reception they will be informally assessed to find out what knowledge they have of letter sounds, number skills and other aspects of learning. This is carried out through observations of the children playing and some 1:1 discussions. The children are not formally 'tested'. The aim of finding out where the children are in their learning is to help us plan appropriately and match learning activities to the children's needs. We also encourage parents/carers to let us know what children are doing at home and pass on any significant observations that might help form a full picture of what children can do.

At the end of the year, the children are assessed as either Emerging, Expected or Exceeding age related expectations in the different areas of learning, these are referred to as Early Learning Goals (ELG). Again, this is all through ongoing assessment and observations throughout the course of the year.

## **Contact details**

You will have received and signed lots of different forms but please do inform the office immediately if your contact details change, particularly your mobile number as it is imperative that we can contact you in case of emergency.

Rather than sending lots of paper copies of letters home we will try to communicate with all families by email or text. If you do not have access to an online facility, please see the school office so we can provide you with a hard copy.

**Nuts** The school operates a strict **NO NUTS** policy in school.

## **Parent Consultations Meetings**

These meetings take place in October and February and you will receive an end of year report in July. The meetings give you a chance to talk to your child's teacher. Times are allocated nearer the time.

We understand how important effective communication is between home and school. If you would like to see your child's teacher, we ask that you try to make an appointment outside of school hours as the teachers are obviously very busy during the day.

## **Pupil Premium**

Pupil Premium is government funding that provides funding to schools of between £1300 and £1900 per annum per eligible pupil. This is money that the school can use to support your child. You will have been sent an application form separately and we ask that you fill this in and return it to school so Wandsworth Borough Council can ascertain your eligibility.

## **Valuables**

Children are **not allowed** to wear jewellery in school. If children are wearing earrings, please ensure that they are small studs. Any earrings will be covered during PE lessons. Children are not allowed to bring toys into school unless it is for a specific reason.

## **Uniform and clothing**

Please ensure that all clothing is **clearly labelled** and that if your child accidentally brings home somebody else's clothing it is returned the next day. All uniform can be purchased from the supplier on Mitcham Road, please see the school office if you need any further details. Also, as lots of children ride the same style of scooter to school you may find it useful to name your child's scooter in case it is accidentally taken by another child.

## **PE Kit**

PE kit should be in PE bags and kept in school, these are stored on your child's coat peg. PE kit will be sent home every half term to be washed. **Please clearly label all items of PE kit.**

## **Clubs**

A range of clubs throughout the year are available for EYFS children. Information will be sent out regarding these activities.

## **Behaviour and Expectations**

The children are expected to follow our **GOLDEN RULES** to allow everyone in school to enjoy their time and learn safely. Our three main Golden rules are:

**To Keep Safe**

**To Respect others**

**Everyone is allowed to learn**

## **Toileting**

We understand that young children will have 'toilet' accidents from time to time. Staff will ensure that children are clean and well looked after. If possible we will send home soiled clothes, if your child comes home with school clothes, please return asap.

## **Birthdays**

We understand that children love to celebrate their birthdays but we ask that cakes, presents and party bags are not sent into school as with 63 children per year group it can become quite time consuming!

## **Lunchtime and snacks**

Under the government's Universal Free School Meals initiative, all children in Reception and Years 1 and 2 receive a free school meal. Our chef provides high quality, nutritious food on a daily basis. You will be provided with a menu that runs for three weeks and is then changed. If you would like your child to bring a packed lunch into school we ask that this is a healthy lunch and does not include sweets, crisps, chocolate or fizzy drinks.

All children up to the end of Year 2 are provided with a healthy mid-morning snack so children are asked not to bring any snacks into school.

### **Absence and sickness**

Parents/carers are asked to inform school by telephone on the first day of a child's absence. If a child is absent for more than three days a letter must be sent into school and if this exceeds five days a medical certificate is required.

If we feel that your child is feeling unwell at school, there may be times when we phone you and ask for your child to be collected and taken home.

Our annual attendance target is 97%, it is vital that all children are in school regularly to make the most of the opportunities they are given. Please try to make any appointments outside of school hours if possible and take any holidays during school holidays and not during term time.

### **Medicines**

If your child requires any specific medication such as asthma pumps or medication for allergies, please ensure that they are clearly named and you fill in a medical form at school. The school cannot administer any medication if it is not prescribed, if you feel that your child needs medication that is unprescribed, you will need to come into school and administer it yourself.

### **Tooting Parents Association (TPA)**

The school has a thriving TPA who raise invaluable funds to support school trips and buy resources at school. If you would like to get involved in any way, please contact the school office for more information.