



Welcome to Holmleigh Reception Class

A PLACE WHERE...

'Teamwork makes the Dream work



Holmleigh Reception Class

A big welcome to Holmleigh Primary school, a one form entry small nurturing multicultural, vibrant school which is in the heart of Stamford Hill.

At Holmleigh we believe that every child deserves the best possible start in life and quality support and provisions that enable them to fulfil their potential. In the Reception class we offer an exciting, child centred, inclusive curriculum which we hope will enable all children to be effective communicators, achieve their full academic, creative and social potential with equality of opportunity across a wide range of subjects and experiences including external visits and visitors. In the early years we recognise that children learn in different ways at different rates and that all children need time and freedom to **play and explore** thus becoming **active learners**, who are deeply involved in their activities and the learning experiences on offer and who through a process of sustained shared thinking are encouraged to **create and think critically**.

We hope both you and your child will enjoy your experience at Holmleigh primary school. We are very approachable and happy to support you in any way that we can.

Kindest regards
The Reception class team

Meet the Reception Team

In the early years we know that young children rely heavily on their adult caregiver and the attachments they make in these years may be critical indicators for later childhood and adult development.

We value attachment to be of utmost importance as it dictates a child's sense about themselves, others and their relationships. Children with secure attachments are often best equipped to form similarly strong attachments in adulthood build on a foundation of trust that their needs will be met.

On this basis we operate a flexible working team where any member of the early years can work in any class as necessary.

Early years team leader and class teacher	Miss Angie
Class Teacher	Miss Farzana
Nursery Officer	Miss Debbie
Nursery Officer	Miss Pru
Lunchtime supervisor	Miss Lila
Language support	Miss Ercan
SENCO/Safeguarding officer	Miss Boateng and Miss Gaylor
Specialist Spanish teacher	Miss Lorena
Specialist Music teacher	Miss Kate

Term time

The Reception class is open term-time only and most days are in line with the rest of the school except the nursery. A list of holiday dates will be available on the website.

Equality

At Holmleigh, we work very hard in the Reception class to make sure that no child is excluded or disadvantaged because of ethnicity, culture or religion, home language, family background, special educational needs, disability, gender or ability. We treat children as individuals to ensure each has equality of opportunity. During home visits we find out about a child's ethnic, faith, cultural heritage, medical and home experiences so that we can build upon interests, cultural and home experiences and use them as a starting point for teaching and learning. All policies and procedures can be accessed via the school website.

Special educational needs -SEND

At Holmleigh we understand that all children are unique and that no child should be excluded or disadvantaged because of their individual needs. However, from time to time, children may need the additional support of other professionals and therapists in order to best meet their needs.

In such cases, the school SENCO will be involved with parent/carers in order to ensure the appropriate support is in place.

If you have concerns about your child's development which may require support from additional professionals, please initially discuss with the nursery staff who will share concerns with the school SENCO.

Attendance

Children should attend school every day unless they are too ill. If children are ill parent/carers must inform the school on the morning of the illness stating the reason for their absence, and every day if the absence continues up to 3 days. After 3 days' absence parent/carers must bring evidence to the school office; doctors note, medical prescription, or doctor's appointment card.

The school monitors absence daily and will contact parent/carers via text if no information is received.

Please note with cases of vomiting or diarrhoea the NHS guidelines are for the child to remain at home for 48 hours following the last bout.

If your child has a temperature in the morning before coming to school, they need to stay at home. If throughout the school day a child develops a temperature after no initial temperature in the morning, parent/carers will be called immediately for their child to be collected. If your child suffers from asthma or any allergies, it is very important that the Reception team is aware of this so that necessary precautions and procedures are followed and shared with the school SENCO and nurse in order to devise a care plan.

Medicines

At Holmleigh we promote all aspects of good health including oral health. All prescription medicines will not be given unless they are prescribed by a doctor, dentist, nurse or pharmacist. Written permission must be given in advance by parent/carers before we will administer any medicine to your child. The school will keep a record of all prescribed medicines.

If your child has an existing or new medical need please complete a medical form at the school office. If your child receives regular medicine or has significant allergies, the school nurse and school SENCO will ensure a care plan is put in place.

Accidents at school

If your child has an accident at school, we will send a completed incident slip home with your child. All head injuries, accidents which require first-aid treatment and those which result in significant injury are always logged into the school accident recording book. We will always contact you if your child has a more serious injury. All designated first aiders have up to date enhanced paediatric training and other practitioners hold the basic first aid training.

Safeguarding children on collection

Children need to be collected by an adult. We will only release children into the care of individuals who have been notified to the school by the parent/carer.

Please phone to notify the school on 0208 802 7420 Ext 2 if you are going to be late or if someone else will be collecting your child. **Please note we will never send your child home with anyone who is not listed or a child who is under the age of 16.**

The Early Years Foundation Stage Curriculum

In the Reception class your child will have a range of planned, purposeful play through a mix of adult-led and child-initiated learning experiences in both the indoor and outdoor environments alongside specialist Spanish and music teaching and educational visits and visitors to enhance our ambitious curriculum.

Children are given the opportunity to consolidate and deepen their knowledge and skills through developmentally sequenced learning experiences mapped across all the 7 areas of the curriculum. The Early Years Foundation Stage (EYFS) is made up of

3 Prime areas

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

4 Specific areas, through which the prime areas are applied.

- Mathematics
- Understanding the World
- Expressive Arts and Design
- Literacy

Throughout the year your child will be supported to further explore their own interests alongside whole class taught mini projects. Please see chart. The mini projects are flexible and are incorporated into the children's interests throughout the year.

Term	Mini project
Autumn 1 and 2	Out and About...
Spring 1 and 2	Recycling and What's under the bed?
Summer 1 and 2	The wild

Personal, social and emotional development

This is a prime area of the EYFS and an area which we are particularly strong in. At the expected levels children will be encouraged to freely talk about their own feelings, show sensitivity to the needs of others and use self-regulation; thinking space as a tool to manage their behaviour. Children will be taught to have a positive sense of self; managing their own personal needs, making healthy food choices and being able to talk about the school and community rules. Children will work cooperatively with others and form positive attachments and friendships.

Communication and language development

This prime area involves giving all children opportunities to experience a rich language environment in both large and small groups and 1-1 discussions in order to develop their confidence and skills in listening and expressing their thinking in a range of contexts, using full sentences. Emphasis is put upon children making comments about what they have heard and asking questions to clarify understanding.

Physical development

Physical development is the final prime area which provides opportunities for children to be highly active learners, moving in different ways; negotiating space safely with consideration for themselves and others.

Through a balance of fine and gross motor experiences children will use a range of tools safely including pencils with a comfortable tripod grip and scissors with appropriate hold and accuracy to cut.

Literacy

This specific area involves the development and progression of early reading and writing skills. Through planned daily supported reading children will be able to read aloud simple sentences with words that are consistent with their phonic knowledge, talk about what they have read and respond to and anticipating key events in stories, rhymes and poems.

Planned writing experiences and purposeful daily opportunities to write during child-initiated play will support every child to use their phonetic knowledge to write recognisable letters to make words leading to simple phrases and sentences that can be read by others.

Mathematics

This is a specific area of the curriculum which is only interconnected and further developed when all the above prime areas are secure. Children's maths is developed through planned every day practical experiences to develop their skills in counting, understanding and using numbers, calculating simple additions and subtraction problems and learning about shape, space and measures. Children will have a clearer understanding of a numbers to 10 and their patterns applying skills such as subitising and recall of number bonds, double acts and odds and even numbers to apply to problem solving tasks.

Understanding of the world

In this area of learning, children are making sense of their natural world and people, culture and communities through opportunities to explore, observe and find out about people, places, technology, environment in the past, using knowledge from different sources including focus books. Children will learn about different religious and cultural communities and will identify and explain similarities and differences between the natural world and contrasting environments.

Expressive Arts and design

This specific area involves enabling children to explore and play with a range of materials, tools and techniques. Providing opportunities and encouragement for sharing their creations, thoughts, ideas and feelings, through a variety of child-initiated and adult led activities in art, music, movement and songs, dance, role-play and design and technology through adaptation of focus stories.

Assessment

At Holmleigh we know that effective learning takes place when practitioners have a secure understanding and knowledge of their role in order enable children to learn.

Through a process of; observation and consultation with parent/carers, analysis of what has been seen, planning of new experiences and providing opportunities for consolidation we are able to make both on-going formative and summative assessments of your child also known as the early year's foundation stage profile (EYFSP)

During your child's time in the Reception class we will record their learning and progress in a working document called a **Memory book**. A Memory book is a book containing significant achievements and key interests about your child, but is by no means the only work that your child is involved in. Parent/carers are encouraged to contribute to this book throughout the year.

Reception class- Baseline assessment

As of September 2021 every school is now obligated to carry out a compulsory baseline assessment of every child in the Reception class. The assessment is carried out by a member of the Reception class and is completed online. All the data collected is stored and not used by the Reception class team. The data is sent off to an independent organisation who refer back to this data once your child is in Year 6.

The EYFS profile

The early year's foundation stage profile (EYFSP) is a statutory assessment of each child's attainment at the end of the Reception year. It is known as a summative assessment. The profile assesses the 17 early learning goals across the seven areas of the EYFS and includes a short narrative which describes how your child demonstrates the three characteristics of effective learning;

- Playing and exploring
- Active learning
- Creating and Thinking Critically.

The main purpose of the EYFSP is to support a successful transition to key stage 1.

Parent consultations once a term

Parent/carers are invited to a 10-minute consultation to discuss their child's learning and development in the EYFS and to set new learning priorities. When your child leaves the Reception class they will be given a transition to year one class report. This report will discuss your child's attainment across the EYFS and evidence of the characteristics of effective learning.

It is important that parent/carers attend all consultations which prove successful in developing home school links and having a positive impact on children and learning.

Educational visits

Holmleigh early years is a small nurturing community which endeavours to make educational visits inclusive, thus promoting equality for all.

As often as possible, both Nursery and Reception children will go on educational visits as part of their learning and development. This is a valuable opportunity which enables all children to think about, explore and make connections with the world around them, and to find out about being safe in the wider community in which they live.

Risk assessments are carried out prior to the visit with steps taken to remove, minimise and manage any risks and hazards.

We ask parent/carers to accompany their child on educational visits; safety is paramount alongside the opportunity to foster positive relationships with parent/carers between home and school.

We endeavour to let parent/carers know in advance so that appropriate arrangements can be made.

Library and home reading

Once a week the Reception class visit the local library for a planned story time session. They are given the opportunity to foster a love of books through free exploration and shared reading with their peers and adults.

Parent/carers are encouraged to join the library and to attend outside of school.

During the second half of the Autumn term the children are grouped into their reading abilities and follow a supported reading plan every day from 9.05- 9.30am. The children will be given levelled reading book to take home to read with their parents/carers Mon- Thursday.

Every child needs a book bag. Book bags can be purchased from the school office at a cost of £7 each.

These books are extremely expensive to replace and therefore we ask that all children return their reading books the next day and any lost or misplaced books are paid for. Please see our charging policy.

Supporting behaviour in the early years

The **Thinking Space** is a board in the Nursery and Reception classes which encourages children to use visual symbols and words to talk. It can be accessed by children; independently with each other or with an adult. The Board is developed by the children in consultation with practitioners. All practitioners spend quality time listening to and valuing children's comments and acknowledge the importance of supporting and encouraging all children to add their own visual reminders to the board for other children to use. Please see our behaviour policy for further details.

The Thinking Space helps all children to:

- Begin to regulate their behaviour accordingly
- Begin to Learn and understand the agreed expected behaviours: with the use of visual and written labels and class rules
- Tolerate delay
- Feel included and valued
- Understand their own feelings and those of others
- Use the appropriate language to communicate for a range of purposes, expressing their concerns in an appropriate way to resolve conflicts
- Consider the consequences of their words and actions
- Enable all children to be resilient, self-assured and independent.
- Develop secure relationships with adults and peers
- Be proud of their achievements
- Empathise and work with others towards a shared goal

Please note that as a team we foster an approach of forgiveness and moving on, once an issue has been resolved by a member of staff we see it as having been dealt with and completed.

School uniform

In order to foster a sense of school community and a pride in belonging to Holmleigh Primary school we ask that you send your child in their full school uniform every day.

The school uniform can be purchased from the school office and includes PE t-shirts.

All children are expected to have a PE kit. Children will be given a team colour which can be bought from the school office, once your child has settled into their class.

Clothes

Every child will need a school logo cotton peg bag **which remains at school and does not go home. The bag will transfer with your child to the year 1 class.** Children may have accidents from time to time in the Reception year.

Each child needs the following in their peg bag;

- Appropriate sized; Spare tops and bottoms, trousers, skirts, underwear and socks.
- A pair of wellington boots
- Appropriate clothes for the weather- which need to be changed according to the season including sun cream which they can administer themselves.

All clothes must be labelled and kept in your child's peg bag. Please ensure that the clothes are the appropriate fit as children have many growth spurts throughout the year. Please send in additional clothes in a clearly labelled plastic bag.

Please note there will be a charge for the cotton peg bag

Jewellery is not suitable for school and can be dangerous. The only jewellery that is allowed at school is stud earrings.

Breakfast club and After school club

There is limited space at a breakfast club available for Reception aged children except in special circumstance and all decisions are made by the head teacher.

After school clubs in the Autumn term are currently not available for Reception aged children and attendance at other clubs are at the discretion of the Head teacher. Parent/carers will be notified of any short term after school clubs in the spring term via letter.

Safeguarding children and families

All early years' staff have up to date safeguarding training and adhere to the school safeguarding and welfare policy. Staff are made aware of new documents or changes through continued professional development to keep all children and their families safe as well as working colleagues.

Online safety

The school only used recognised educational websites. Throughout the year children and parent/carers are taught about the importance of online safety through class sessions and whole school assembly. we ask parent/carers to continue to reinforce the message at home.

Photographs consent form

Every parent/carer will be sent a photograph consent letter to sign. With parental consent photographs of children are used on our website and within our learning environment. Please read our school policy.

Celebrating diversity.

We provide opportunities for children to develop and awareness and acceptance of cultural diversity as we build upon existing knowledge and understanding of various festivals. Each year we celebrate festivals which are not only reflective of our school community but also the wider community.

Birthday celebrations

As a result of being a healthy school we endeavour to educate children and their families about the importance of healthy food choices. As a healthy eating school, cakes are not allowed for birthday celebrations but a selection of fruits or breadsticks are welcome.

Parent/carer contributions

A half termly contribution of £5.00 per child is required to buy consumables such as; bread, pasta, rice. Please see our charging policy. We also use this contribution to buy items around a mini project, to go on some educational visits and to provide toast.

We rely heavily upon this contribution and hope you will continue to support us to provide the best for your child.

If you have any difficulties or concerns about this contribution, please speak to a member of the early year's team.

Parents as partners

Friends of Holmleigh started in June 2015. Please speak to someone in the school office if you would like to be part of this group.

Universal free school meals

All the children in the Reception class are entitled to a free school meal provided by the government. With the current government, this means parent/carers will not pay for their child's school meal until they are in Year 3. The school now has parent pay, all meals are paid for online. All free school meals need to be applied for online. This must be completed immediately so that the school can get an authorisation as soon as possible, otherwise parent/carers will have to pay until this is processed.

At Holmleigh we encourage parent/carers to take up this offer. All our meals are freshly cooked on site by a professional chef. Alternatively, your child can have a healthy packed lunch.

Children are not allowed to change from a school dinner to a packed lunch throughout the week without notifying the school office.

Whole school events

There are many theme days based around the curriculum and termly fetes. We endeavour to let parent/carers have as much notice as possible of such dates as children in the early years may finish their day earlier at such times. The theme days are part of your child's learning and development. We strongly recommend the support of parent/carers to ensure maximum learning and enjoyment for all children.

Complaints

We operate an open door policy and are always happy to meet you at an agreed time to resolve any concerns you may have. You should approach your child's class teacher in the first instance to discuss the issue. If not resolved then make an appointment to see the Early year's team leader: Angie Manderson.

The head teacher can be contacted as a final resort at mboateng@holmleigh.hackney.sch.uk or alternatively by calling the school on 0208 802 7420.

In the unlikely event of matters still being unresolved please see the complaints procedure on the school website.

We endeavour to resolve all complaints in a timely manner.

A Message from the team

Please take the time to look at this booklet, it has been written to help both you and your child gain an insight into the Reception class at Holmleigh School.

If you have any questions and concerns, feel free to contact us on;
0208 802 7420

We hope both you and your child will enjoy your experience at Holmleigh primary school. We are very approachable and happy to support you in any way that we can.

Welcome to Holmleigh Reception!

Kindest regards

The Reception class team

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