

# 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 nurturing multicultural 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 and experience success. In the Reception class we offer an exciting, child centred, inclusive curriculum which will enable all children to be effective communicators, achieve their full academic, creative and social potential 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 every unique child needs the following:

- Time and freedom to **play and explore indoors and outdoors.**
- Opportunities to be **active learners**, who are deeply involved in their activities and the learning experiences on offer.
- Strong relationships with adults who can encourage them through a process of sustained shared thinking 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**

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
Reception class ESA	Miss Fatima
Lunchtime supervisor	Miss Lila
Language support	Miss Ercan
SENCO/Safeguarding officer	Miss Jetto
Specialist Spanish teacher	Miss Lorena
Specialist Music teacher	Miss Kate

## **Key Person**

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. Each child in the Reception class is allocated a key person. **Please refer to the settling in booklet for further details.**

## **School Dates**

The Reception class is open term-time only and most days are in line with the rest of the school with the exceptions of the Nursery. A list of holiday dates will be available on the website and is also included in the **settling in booklet**.

## **Holidays**

The London Borough of Hackney Policy does not permit any school to authorise holidays in term time, except under special circumstances agreed with the Head Teacher, and only up to five days. In this case, a holiday pack will be issued. Any holiday taken beyond 5 days will be recorded as 'absence not agreed'. After 21 days unexplained or unauthorised absence the school can take a child's name off roll, and a child on the school waiting list can be offered that place.

## **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 and Disabilities -SEND**

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 Reception staff who will share concerns with the school SENCO: Mrs Gillian Jetto.

## **Attendance**

Children should attend school every day unless they are too ill. If children are, ill parents and carers must inform the school that morning with the reason for absence, and every day if the absence continues for up to three days.

After three days absence, parents/carers must bring evidence to the school office, in the form of a doctor's note, medical prescription, or doctor's appointment card.

There is a designated attendance officer who monitors attendance to ensure the school is aware of any family circumstances which could hinder regular attendance. The school monitors absence daily and will text parents if no information is received. If a child's attendance is less than 90% we need to see evidence for any absence, even one day. We will not authorize her/his absence until the attendance improves to more than 90%. Absence that creates a level of concern will be reported to the education authority who will follow up the concerns, including taking legal action if necessary.

We are legally bound to maintain these procedures and to report our concerns to the Hackney Learning Trust.

### **Punctuality**

**School starts at 9.00 am and children must arrive on time.** The register is taken immediately. If a child arrives after 9am, they are registered absent. **Any child arriving after this time must report to the school office with parents/carers (younger children) before going to class;** otherwise there is a risk that their attendance may not be recorded. Their attendance in this case will be recorded as late. Persistent and unexplained lateness will be reported to the Hackney Education authority.

### **Sickness**

Children should attend school every day unless they are too ill.

**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 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 will contact parent/carers via text if no information is received.

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.

### **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.

### **Medical Needs**

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.

In the unlikely event of a serious accident, parents/carers are contacted immediately and are expected to collect their child as soon as possible. On entry to the school, parents/carers are required to give permission for the school to act on their behalf and accompany a child to hospital.

### **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 and well 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.

### **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.

**Children not collected on time will be put into an After School Club and charged a childcare fee of £6.**

### **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.

### **AFTER SCHOOL CARE CLUB**

This club is independently run by Sally Bazell, Karima Singh and their team. It runs from 3.30pm – 6pm, Monday to Friday. It offers fun,

creative, stimulating activities which reflect the interest and choices of children who attend. Children who attend the After School Care Club should be collected from the hall door.

#### COST

1 hour-£7.00

1 ½ hours- £8.00

2 ½ hours- £10.00

How to apply: Please contact Sally or

Karima:Holmleighholidayclub@gmail.com

#### **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.

#### **Spare Clothes**

Every child will be given a school logo cotton peg bag which remains at school and does not go home.

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.



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

### **Photographs/ Parents/carers Internet Consent Form**

Every parents/carers will be sent a photograph consent letter to sign. With parental consent photographs of children and parents/carers 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**

We are a healthy school and endeavour to educate children and their families about the importance of healthy food choices at all times. As a healthy eating school, cakes are not allowed for birthday celebrations but a selection of fruits or breadsticks are welcome. Party bags which are prepared at home and clearly labelled can be given out at the end of the school day.

### **Parents/Carers Voluntary 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.

## **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. The school now has SCOPAY and all meals are paid for online.

Families who are eligible for a free school meals are strongly encouraged to apply online as successful applicants help to ensure that the school receives the correct funding per child.

At Holmleigh we encourage parent/carers to choose a healthy school meal. 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.

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

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 the chart below. The mini projects are flexible and are incorporated into the children's interests throughout the year.

<b>Term</b>	<b>Mini project</b>
Autumn 1 and 2	Out and About...
Spring 1 and 2	Recycling and What's under the bed?
Summer 1 and 2	Wild

### **Personal, Social and Emotional Development (PSED)**

This is a prime area of the EYFS and an area which we at Holmleigh 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 engage in co-regulation with an adult. Children are 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**

At Holmleigh all children are given opportunities to experience a rich language environment. Language is modelled effectively by all adults and is promoted in both large and small groups and 1-1 discussions continuously throughout the day. Every opportunity is taken to develop language in order to develop children's confidence and skills in listening and expressing their thinking in a range of contexts, using full sentences. A strong emphasis is put upon empowering children to offer their thinking about what they have learnt and ask 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 a range of writing tools with a comfortable tripod grip and scissors with appropriate hold and accuracy to cut. Children will be taught the importance of healthy food choices and how the actions they can adopt to keep their bodies and minds healthy.

### **Literacy**

This specific area involves the development and progression of early reading and writing skills. Through planned daily supported reading (DSR) 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 anticipate key events in stories, rhymes and poems.

Through purposeful daily opportunities to write children are able to use their phonetic knowledge to write recognisable letters to make words leading to simple phrases and sentences that can be read by others.

Phonics is taught daily using the Bug Club Synthetic Phonics programme. The online platform is shared with parents/carers and children so further learning and opportunities for consolidation can be maximised at home.

### **Mathematics**

This is a specific area of the curriculum, which like Literacy is interconnected and further developed when all the above prime areas are secure. The Characteristics of Effective Learning (COEL) are essential to learning and development within mathematics through quality play in all areas of provision. Children's maths is developed through planned concrete practical experiences using the **White Rose Maths Scheme**. The scheme develops 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 numbers to 10 and how to apply skills learnt to problem solving tasks.

### **Understanding of the World**

In this area of learning, children are making sense of their natural world, people, culture and communities through opportunities to explore, observe and find out about the different roles people have across families, work and the community. There is an emphasis on understanding technology in the home and everyday life including how to learn through technology. Children learn about the environment and global issues such as recycling through focus stories. Planned experiences and festivals help children to understand different religious and cultural communities, different types of relationships and building friendships.

### **Expressive Arts and Design**

This specific area involves enabling children to explore the work of artists 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 to enable children to learn.

Through a process of; observation, 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 Years Foundation Stage Profile (EYFSP).

## **Reception class- Baseline Assessment (RBA)**

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. There is a workshop for parents/carers about the RBA in the Autumn Term.

## **The EYFS Profile (EYFSP)**

The Early Years 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.

## **Recording Learning**

During your child's time in the Reception class, we will celebrate children's learning and progress in a working document called a **Floor book**. Parent/carers are encouraged to contribute to this book throughout the year and will be invited into school at different times in the year so they are fully aware of all the learning which has taken place.

## **Supporting Learning at Home**

There are many ways that parents/carers are supported to help their child at home.

- Weekly Supported Reading book
- Bug Club online access with E-books and phonics activities

- Half-termly overviews
- Weekly Readers workshop
- Parents/carers workshops
- Educational visits
- School based events
- Twice yearly parents/carers consultations
- Holiday learning packs

### **Holmleigh Book Bags**

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.

### **Parents As Partners**

At Holmleigh, we understand that sometimes parents/carers in addition to what we provide above, just need time to talk. We make ourselves available to see parents who need further support via an appointment or in some cases informally at the end of the school day.

### **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 (COEL)

It is important that parent/carers attend all consultations, which prove successful in developing home school links and having a positive impact on a child's success.

## **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 parents/carers to accompany their child on educational visits. Safety is paramount alongside the opportunity to foster positive relationships with parents/carers between home and school.

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

## **Supporting Behaviour in the Early Years**

**There is a separate booklet about behaviour in the early years. Please see the school website for the EYFS Behaviour Policy.**

The **Thinking Space** is a board in the Nursery and Reception class 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 and is designed to support all learners through an attachment aware approach.

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 the EYFS 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.
- 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.**

### **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.

### **Friends of Holmleigh (FoH)**

Friends of Holmleigh is a group made up of parents, carers, teachers and community friends. The group was set up to fundraise and campaign on behalf of the school. Past successful fundraising has included the provision of new playground equipment, laptops for students to use for online learning during the pandemic, firework displays, jumble sales and quiz nights. They have also been active in

recent years in campaigning for traffic control measures on Holmleigh and Dunsmure Roads and in the recent push for the Hackney School Streets.

### **How to get involved?**

FoH would love more parents to get involved – whether joining the committee, contributing to fundraising ideas and events or simply attending any activities when you can. They have 3 to 4 meetings a year where all are welcome to discuss ways in which we can support the school, fundraising events and ideas to make Holmleigh an even better place for all children to learn and play.

**Please email [friendsofholmleigh@gmail.com](mailto:friendsofholmleigh@gmail.com) if you would like any further information.**

### **Complaints**

We 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 once all the above have been explored at [Mboateng@holmleigh.hackney.sch.uk](mailto:Mboateng@holmleigh.hackney.sch.uk) or alternatively by calling the school on 0208 802 7420.

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 Primary 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.

Kindest regards

The Reception Class Team

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Work!'**