



'Respectful and resilient; being the best that we can be.'

Timothy Hackworth Primary School



Timothy Hackworth Primary School

Early Years Foundation Stage



Reception

A Guide for Parents and Carers

We are proud to be a UNICEF Gold Level Rights Respecting School.

Staff

Head Teacher	Mrs. L. Boulton
Deputy Head Teacher	Mrs. S. Simpson-May
Early Years Lead	Mrs. A. Condon
Reception Teachers	Mrs. A. Condon Mr. S. Forster
Teaching Assistants	Mrs. C. Meadows Mrs. J. Singleton
Special Educational Needs and Disabilities Co-ordinator	Mrs. K. Kozlowski
School Business Manager Office Manager Administration Officers	Mrs. N. Milne Mrs. M. Doughty Mrs. R. Wilkinson Miss C. O'Leary

Introduction

Welcome to Timothy Hackworth Primary School.

We are pleased to welcome you and your family to Reception. We hope that your child enjoys the wide range of valuable experiences that we offer. We have produced this booklet to help you to prepare your child for their exciting school journey ahead.

We strongly believe that parents should feel part of the school and at ease in visiting, asking questions, sharing information and participating in events and activities.



CRC – Convention on the Rights of the Child

Article 28: All children have the right to a good quality education.

We are committed to the basic skills of Literacy and Mathematics, as well as building a capacity to learn,

helping children to form healthy relationships and providing an environment in which they can thrive. We value your child's health, well-being, physical, personal, and social skills and will work with you and your child to ensure that they have a positive and successful time at Timothy Hackworth Primary School.

We introduce children to the next steps in their learning when they are secure, confident and happy at their present stage. We offer challenging activities for children to apply and broaden their skills.



Reception

Reception is a very important phase where we provide every child with high quality Early Years education. The Reception staff at Timothy Hackworth Primary School work closely with Nursery staff to ensure a seamless provision of quality education for your child across the curriculum's seven areas of learning:

- **Personal, Social and Emotional Development**
- **Communication and Language**
- **Physical Development**
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

We follow the Statutory Framework for the Early Years Foundation Stage, (January 2024), which sets the standards for learning, development and care.

Children learn through a balance of play and adult-led activities. Planning is stimulated by the children's interests and themes are delivered through stories and poetry.

CRC Article 29: All children have the right to be the best that they can be.

The Early Years Foundation Stage identifies characteristics of effective learning as:

- Playing and exploring – children investigate and experience things, and “have a go”.
- Active learning – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.

- Creating and thinking critically – children have and develop their own ideas, make links between ideas, and develop strategies for doing things.



CRC Article 28: All children have the right to a good quality education.

We ensure that all children settle smoothly into their new environment. Our school is an extension of home with a friendly, safe environment where all adults work together for the benefit of all children.

We are committed to the all-round development of each individual. We help children to learn how to learn, encourage use of language, stimulate curiosity, foster enthusiasm and a desire to be their very best. We encourage exploration, experimentation and discovery.



We provide a rich, stimulating environment, to allow children to develop as individuals and also as part of a group.

We help children to form healthy relationships and encourage responsibility and consideration for others.

We promote independence, self-confidence and respect by providing a secure, friendly environment.

We provide opportunities for children to experiment with a variety of materials within the learning environment, encouraging self-expression, creativity, building self-esteem and increasing self-awareness.



CRC Article 28: All children have the right to a good quality education.

[Phonics and Reading](#)

Children will be given two books weekly to practise their reading at home: a reading book to practise the sounds that they have learnt and to develop their fluency, and a library book for you to share with them.

Please support your child by reading the books with them, talking about the stories and asking questions.



Children work through the 'Essential Letters and Sounds' phonics programme to support their reading skills.

Children will also take home a 'Sounds Book' to practise the letter sounds, key words and tricky words. Please support your child by helping them to practise their sounds and words.



[Home School Communication](#)

Teachers use 'Class Dojo' to communicate with parents. We will give you a 'Class Dojo' log-in, in September.



Homework

Homework tasks are linked to the topic or theme children are learning about, such as Families or Minibeasts. Please encourage your child to complete the tasks themselves, with your support.

Homework books are given out on a Wednesday and are to be returned by the following Monday.

Holiday Learning Logs

Holiday Learning Logs are given out at the beginning of every holiday. With your help, children record their experiences during holidays. This may include pictures, photographs, tickets, maps, children's writing and writing by an adult etc.

The children enjoy telling their friends about their adventures when they are back in school and this helps to develop their speaking and listening skills.

Please support your child by completing the Holiday Learning Logs with them.



Outdoor Learning

CRC Article 31:

All children have the right to play and rest.

Children in Reception access the outside learning environment in all weathers.



Forest School

“Forest School is an inspirational process that offers children, young people and adults regular opportunities to achieve, and develop confidence and self-esteem through hands-on learning experiences in a woodland environment.”

The Forest School provides a safe, outdoor ‘classroom’ and is situated in the woodland area at the bottom of the school field.

CRC Article 29:

All children have the right to develop their talents and abilities. It should also help them learn to live peacefully, protect the environment and respect other people.



The natural environment provides a wealth of opportunity to expand young children's learning through multi-sensory exploration, experimentation and adult supervised play.

Under full supervision, the children are encouraged to explore all aspects of the natural world. Their own interests and play ideas will be the basis of activities to extend their learning.



Activities will include:

Hide and Seek; den-building; whittling; using tools to make things; environmental art, including picture making, leaf printing, tree rubbing and sculptures; bug-hunting; collecting and sorting; singing; listening; story-telling; tree climbing; role play and games; observing growth and decay; and noting changes in seasons, and making a campfire.



Educational Visits

All visits form part of children's learning opportunities and the provision of first-hand experiences is essential.



Local visits include Hackworth Park, the Town Centre and local area, and The Locomotion Museum.

Risk assessments are completed for all visits and are available for parents to read.

Before children are able to participate in a visit, a parent MUST sign the school Indemnity Form.



We are a Gold Level Rights Respecting School

CRC Article 42: All children have the right to know their rights. Adults should know about these rights and help children learn about them too.

Our school is a Gold Rights Respecting School and we teach children how to respect each others' rights. We provide a safe and happy learning environment and the children use their voice to create a Reception Class Charter for the children and adults to follow.



Children are praised for respectful behaviour, attitudes and effort and for respecting the rights of others.

We encourage everyone in our school, including parents and visitors, to be respectful at all times.

As part of our Rights Respecting School ethos, children will also attend Family Group sessions. During Family Group time, children learn about the rights of all children around the world.



Observations and Assessment

As part of the observation and assessment process, we regularly take photographs of your child during activities as evidence of the learning taking place and to plan for their next steps in learning.

Parents and Carers are more than welcome to contribute to discussions in class with photos from home. Parents can send photographs and comments through the Class Dojo system.



Special Educational Needs and Disabilities

The Early Years Foundation Stage is guided by the principle that “every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured”. We recognise that children learn and develop in different ways and at different rates.

Early identification of special educational needs is important to ensure that each child receives the correct support or provision in school. If required, we also work with external agencies to help children to be the best that they can be.

The SEND Code of Practice endorses inclusive education for all children in mainstream schools, which we positively embrace.

CRC Article 23:

All children have the right to special education and care if they have a disability so that they can live a full life.



First Weeks in School

We are very keen for your child to have a positive start to school and to settle in well.

For the first week, there will be staggered starting days for children who have not attended a Nursery or for children who have attended a Nursery different to ours.

Your child's starting date will be highlighted on the front of your Welcome Pack.

Our School Day

Monday - Thursday

Our school day for Reception children starts at 8.50 a.m. and finishes at 3.30 p.m.

Friday

Our school day for Reception children starts at 8.50 a.m. and finishes at the earlier time of 2.35 p.m.

The main entrance to Reception is through the double gates at the end of Oxford Street. Gates are opened at 8:50 a.m. and then re-opened at 3:30 p.m. Reception doors are opened at 8.50 a.m.

Breakfast Club

We offer a Breakfast Club which is available from 8:00 a.m. in the Dining Hall; the cost is £2.00. This includes cereal, toast and milk.

Please speak to a member of Office Staff should you wish your child to attend Breakfast Club.

Snacks

Healthy snacks are provided for children on a daily basis. We encourage the children to bring a named, clear water bottle to school for snack time and throughout the day. Clear, plastic water bottles can be purchased from our School Office for £3.00.

Please note, only still, unflavoured water is allowed. This is to promote good oral hygiene, as directed by the Government.

If you have registered for free milk, this is also available. Milk is free for all children until they turn five years old, after which a small fee has to be paid to Coolmilk. Forms to register for milk are included in your Welcome Pack.



Lunchtime

Lunchtime is from 11:50 a.m. to 1.00 p.m. The children will be given 40 minutes to eat their dinner and will learn the routines and social skills associated with mealtimes.

We would encourage your child to have a school dinner which is available free of charge to all children in Reception. However, applications for free school meals are recommended for all parents. You will find the form in your Welcome Pack. Applications that are accepted also bring additional funding into school for your child. Please contact the School Office if you have any questions.

If your child brings a packed lunch to school, please ensure that this is a healthy meal which includes a drink of plain water.

Healthy packed lunch options should include:

- A good portion of starchy food, e.g., a wholegrain bap, a slice of wholemeal bread, a chapatti, a pitta pocket, pasta or rice;
- Plenty of fruit and vegetables, e.g., an apple, carrot sticks, satsuma or a small box of raisins;
- A portion of dairy food, e.g., cheese or a pot of yoghurt;
- A portion of lean meat, fish or an alternative, e.g., ham, chicken, beef, egg or humus;
- A drink of water.

The following should **not** be included:

- Fizzy and sugary drinks;
- Highly processed foods, e.g. cheese straws;

- Snack foods, e.g., cakes, chocolate, sweets, chocolate biscuits, and crisps (these are high in fat and low in vitamins and minerals).

Please inform us if your child has any known food allergies.

CRC Article 24: All children have the right to healthy and nutritious food.

School Uniform

Our school uniform is:

- Royal blue sweater/cardigan/sweatshirt
- Grey or black trousers/skirt/pinafore
- White shirt or polo shirt
- Grey, black or white socks or tights
- Black school shoes (**not** trainers)

For PE your child will need:

- Gym shoes (plimsolls)
- Black shorts
- White round-necked T shirt

Your child will spend a lot of time outdoors.

In hot weather they will need a sunhat and sun cream, which should be applied at home before school.

In cold weather they will need suitable outdoor clothing and footwear:

- Waterproof jacket with a hood
- Wellies (to keep at school)



Please keep all items of clothing (including footwear) named as this helps if items are lost or mislaid. Any spare clothing would be gratefully received.

[Jewellery](#)

To ensure that your child is safe, the wearing of **any** jewellery is not permitted in school.



Parents as Partners

Communication is vital for your child's well-being. Staff are usually available to talk about your child's needs at the beginning and end of each day.

Please feel free to make an appointment with a member of staff to discuss your child's needs should you wish to.

You will be invited to meet with class teachers to review your child's work throughout the year.

A written report regarding your child's progress will be sent to you in the Summer Term.

If you have any questions about helping your child with their learning at home, please don't hesitate to ask at any time.



Getting Ready for School

Over the school holidays...

Encourage independence

- Encourage your child to put on their own coat and fasten it themselves.
- Ensure your child can take off and put on their own socks and shoes and be able to dress themselves.
- Please dress your child in shoes that they can fasten themselves.
- Encourage your child to use a knife and fork correctly.
- Ensure that your child can go to the toilet independently and manage their own personal hygiene, e.g., wiping their bottoms, flushing the toilet, and washing their hands. **Unless there is a specific medical issue, all children should be fully toilet trained and out of nappies by the time they start school.**

Support learning

- Read to your child, share books and tell stories.
- Point out words in the environment.
- Sing Nursery rhymes and learn, 'Baa Baa Black Sheep', 'Twinkle Twinkle Little Star', 'Humpty Dumpty' etc.
- Play with letters and sounds. Play 'I Spy with my little eye', listen for sounds in the environment, or have fun thinking of words that rhyme.

- Play with numbers. Count the stairs to bed or the number of buttons on a top. Look for numbers at home or in the street. Sing some counting songs such as ‘5 little ducks’, ‘10 in the bed’ or ‘5 little monkeys jumping on the bed’.
- Play games and puzzles. Games like Snakes and Ladders, Dominoes, Snap or Finding Pairs, help children develop number skills, concentration, memory and turn-taking.

Develop physical skills

- Encourage daily activity: go for a walk or a bike ride, jump on a trampoline, play football or skip.
- Support fine motor skills by drawing, colouring in, completing dot to dots, using playdough, completing threading, or other creative activities. Such activities will help your child develop the muscles needed to hold a pencil properly in order to write.

Newsletters

CRC Article 17:

All children have the right to information.

A newsletter is available on the school website each term.

Money in School

We use a system called ParentPay in school to collect money for school meals, Breakfast Club and school trips. You will receive an activation letter from school to get started.



Accidents and Illness

If your child is ill, please contact the School Office on the first day of illness.

To prevent the unnecessary spread of sickness and diarrhoea, your child would need to stay at home for 24 hours if they are sick or have diarrhoea once. If they are sick or have diarrhoea more than once, they would need to stay at home for 48 hours.



Accidents/First Aid

If your child suffers a serious fall or a bump to the head during the school day, an Accident Form will be completed and you will be contacted.



Other accidents requiring first aid will result in a 'First Aid Slip' being sent home with your child. Parents will be informed of any incidents.



Contact Details

Please let us know if you have a change of address or telephone number. It is very important that we have up-to-date information in case of an accident or an emergency. **We require a minimum of 2 contacts for emergency purposes.**

Attendance and Punctuality

It is very important that your child attends school every day and is on time. We reward excellent attendance with stickers and certificates and the class who achieve 100% each week receive a treat!

If your child is absent we must be informed of the reason. The school telephone number is 01388 772959. Any messages left on the school answerphone will be dealt with routinely throughout the day.



Safety

CRC Article 19: All children have the right to be safe.

Please can we remind you to park safely and to use the voluntary one-way system if you travel by car.

For your children's safety we do not permit dogs or smoking, including the smoking of vapes, anywhere on the school premises or school grounds.



We look forward to working with you and your child.

Should you have any questions, please do contact us.

We will be happy to help.



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