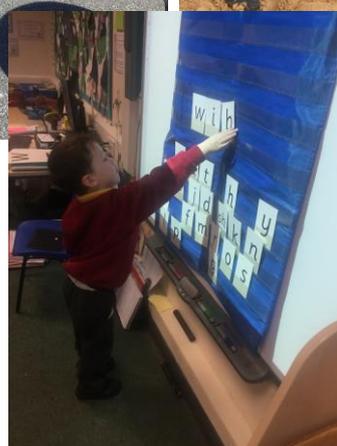


SAINT EDMUND'S AND SAINT THOMAS' CATHOLIC PRIMARY SCHOOL



NEW RECEPTION PUPIL'S INDUCTION BOOKLET 2023/2024



Welcome to Reception

We are delighted you have chosen St Edmund's and St Thomas' Catholic Primary School for your child and the children, staff and governors welcome you to our happy school. We hope this handbook will help to answer any questions you may have and provide you and your child with the relevant information that will help to make starting in reception a happy time and a smooth transition between home and school. Obviously, we will not be able to answer every question in this booklet or cover every circumstance or eventuality but we will always do our best to keep you informed on a regular basis and welcome any questions that you may have. Parents are children's first and most important educators. At Saint Edmund's and Saint Thomas' we recognise that parents play an important role in their child's education and we therefore hope to establish a strong working partnership. This handbook is one of the first steps towards this.

Saint Edmund's and Saint Thomas' Early Years Vision Statement

We are a happy, experienced and dynamic team, passionate about every child achieving their full potential by providing an exciting child centered curriculum which is accessible by all.

We design learning experiences that embrace the children's wide range of interests.

We provide a high quality indoor and outdoor learning environment that enables children to take risks, problem solve and develop independence in a safe, stimulating, fun environment.

Our School Staff

Head teacher: Mr Kieran Loftus

Deputy Head teacher: Ms Alison Pritchard

School Administrator: Mrs Annie Hoban

School Bursar: Mrs Sandra Fleming

EYFS Leader: Mrs Lynn Smith

Reception teacher : Mrs Lynn Smith

R.E. Coordinator: Mrs Angela Claro

SEN Coordinator: Mrs Louise Cooke

Designated Safeguarding Lead Professionals : Mr Kieran Loftus and Ms Alison Pritchard

Early Years Teaching Staff

Teaching Assistants

Reception

Mrs L. Smith and Reception teacher and Foundation Stage manager
Teaching Assistant Mrs M. Dennett

Nursery

Mrs E. Devey Nursery teacher
Teaching Assistant Mrs L. McCombs

Teaching Assistants

The following staff work with children 1:1 or work with groups on intervention activities:

Ms A.M. Fitzpatrick
Mrs K Goulding
Ms E Cairns
Mrs B Gosling
Mrs E Gray

Foundation Stage Leader - Mrs L Smith TLR

Mrs Smith has responsibility for the effective management of the Nursery (Foundation stage 1) and Reception (Foundation Stage 2) curriculum. She will also be available to discuss any concerns you may have regarding your child starting school. She has a wealth of experience of working with children at this crucial stage of development and will be able to advise you appropriately should you require additional information.

Meeting Your Child's Teachers

Your reception class teacher is Mrs L. Smith and your Reception class TA is Mrs M. Dennett

Please feel free to make a telephone appointment through the school office to meet with these teachers should you have any concerns about your child starting school.

Mrs Cooke is our member of staff responsible for Special Educational Needs and disability. If you would like to arrange a meeting prior to your child starting school please contact the office.

What is a Key Worker?

When your child starts Reception, you and your child will be assigned a key worker.

Your class teacher will inform you who that is when your child starts in September.

Your key worker will be either your child's class teacher or the classroom Teaching Assistant.

Their job is to help your child feel safe and secure, to help them settle during the first couple of weeks and assist your child to integrate into the setting if necessary. The key worker may be your first point of contact if you need to get a message to school staff

What are the session times?

The normal school day starts at 8:55am and ends at 3pm.

The school field gate is opened just before 8:45am and children and parents wait in the playground outside their child's classrooms until staff collect them. Doors open at 8:50am.

In September you will enter the school via the field gate and hand over your child to a member of staff. Normally, one member of staff will be in the classroom as the other is outside to greet your child.

Punctuality

N.B. It is very important for children to develop habits of arriving on time at an early age, beginning from the time they start school for the following reasons.

1. Helps your child to learn about routines and commitment.
2. Gives your child time to greet their friends before class, which can increase their wellbeing and settling in process.
3. Reduces the possibility of disruptions in the classroom.



The table below shows how lateness can add up over the school year:
Lateness = lost learning!

5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

Attendance - please see our school Attendance Policy included in your pack

Arrangements for collecting your child from school

If somebody other than a parent is collecting your child from school for whatever reason, please ensure you inform your child's class teacher or school office beforehand, with a **password of your choice** for the person who will be picking your child up. Safeguarding is of paramount importance at our school and we will not hand over your child to another adult without your expressed authorisation and a password to be agreed prior to the arrangement.

If there is a particular reason why you are finding it difficult to arrive in school on time or pick your child up from school please discuss this with your child's class teacher and notify the school office.

The Early Years Foundation Stage Curriculum

We have a long term-plan that gives the children a wide variety of experiences through topics which are familiar to them. The long-term plan can be found on the school website.

We follow the Catholic Religious Education programme ***Come and See*** which teaches children about the Catholic Faith and the teachings of Jesus through stories and activities. We often visit St. Edmund's Church to look inside and Father Dominic visits Reception and the school to see the children. The children enjoy taking part in our class collective worship sessions, and when they feel confident enough, they take turns to lead the sessions with the class teacher.

Our Early Years Foundation Stage curriculum acknowledges the young child's aptitude to learn through different forms of activity; particularly through play,

talk and first-hand experiences. It is organised into seven areas of learning and includes both adult - directed and child - selected activities.

Areas of learning and development consist of three prime areas and support development of all other areas. These three prime areas are Communication and Language, Physical Development and Personal, Social and Emotional Development.

Communication and Language

This helps children to develop language through: talking, thinking and listening in different situations. To support children in their early reading and writing they are encouraged to: mark make, enjoy stories, books and rhymes and link sounds and letters.

Physical Development

Making progress in physical development, particularly fine and gross motor skills, gives children confidence and enables them to feel the benefits of being healthy and active.

Personal Social and Emotional Development

This area of learning involves helping children to develop a positive sense of themselves and others, to form positive relationships and develop respect for others, to develop social skills and learn how to manage their feelings, to understand appropriate behaviour in groups and to have confidence in their own abilities.

The following areas are called specific areas. These include essential skills and knowledge for children to participate successfully in society.

Literacy

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics

Involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.

Understanding the World

In this area of learning children develop knowledge, skills and understanding that help them to make sense of the world. This is the foundation for later work in: history, geography, RE, science, design technology and ICT.

Expressive Arts and Design

This area of learning includes: art, music, dance, drama and imaginative play - opportunities for children to try new experiences and express themselves in a variety of ways. It involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.

Assessment

Ongoing assessment (also known as formative assessment) is an important part of the learning and development process. It involves teachers and teaching assistants observing children to understand their level of achievement, interests and learning styles and to then shape learning experiences for each child reflecting those observations.

In the final term of the year in which the child reaches age five, the EYFS Profile must be completed for each child. The Profile provides parents and teachers with a well-rounded picture of a child's knowledge, understanding, abilities and their progress against expected levels of achievement.

Reception Baseline Assessment

Your child will have a beginning or baseline assessment in the first 6 weeks of starting reception. The assessment will form the start of a measure of how schools are helping their pupils to progress between reception and year 6. Your child does not need to prepare. There is no pass mark or score and during a short one-to-one session with their teacher or teaching assistant, your child will do a number of practical and interactive tasks.

Tapestry

Nursery and Reception, use an online system of recording your child's learning called Tapestry.

Tapestry is a website which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smart phone. All we need is your email and we can then send you a link so you can log on and view what your child has been learning at school.

A significant advantage of this system is that you can see photos and videos of what your child gets up to in Reception and instantly add your own comments to your child's profile entries made by their teacher. Another advantage is you can also show your child's online book to members of the family who would not usually be able to attend parent drop-in sessions at school or message your child's teacher directly if you should have any questions.

We also invite you to upload any news your child may have onto Tapestry, as well as including any photographs, videos you may take. e.g. - days out, special birthdays, events, riding their bike, reading a book, any 'Wow!' moments you would like to add to your child's profile etc. The children love to share their news and photographs with the rest of the class and is a great way to develop their understanding of the world and their communication and language skills.

Please make sure you check your pack so that you can fill in the form and return it to your child's teacher at the start of term if your child has come from our nursery then you will not need this form as you will already have a Tapestry account.

Characteristics of Effective Learning

At Saint Edmunds and Saint Thomas', one of the ways we assess how children learn is by using 'The Characteristics of Effective Learning.' These characteristics support your child to be an effective and motivated learner. The characteristics of effective learning are the ways in which children engage with other people and their environment. They underpin the learning and development across all areas and support children to become and remain an effective and motivated learner.

The different ways this can happen are:

Playing and exploring - engagement- This focuses on the way your child investigates and experiences things, as well as their willingness to 'have a go'

Active learning - motivation- This characteristic is about whether your child concentrates and keeps trying if they encounter difficulties and if they enjoy their achievements.

Creating and thinking critically - thinking- This looks at whether your child has, and can develop their own ideas, make links between ideas and develop strategies for doing things. We encourage the children to think about the ways they learn and to identify with the different characteristics.

Reading in Reception

Once the children have settled in we aim to send home one or two books each week for your child to read and share with you. One of these books will be a picture book, in which your child will use the pictures to retell the story (please see separate sheet on, 'Tips for reading with wordless reading books'). Your child will also be given a home/school reading log. We ask you to complete this so that we can monitor your child's progress out of school.

Support at home for reading and Phonics

We are often asked how you can help to support your child's reading and phonics at home before they start school and during the time that they are with us. We offer support through our phonics and reading parent workshops and hold regular reading mornings where you can stay and share stories with your child. Parents also ask if there is a specific website we would recommend to find out even more and to get additional support with reading and Phonics.



We use *Oxford Owl* in school and think you would find the dedicated parent/carer pages really useful. *Oxford Owl for Home* includes expert advice, top tips, activity ideas and eBooks - all for free.

If you would like to take a look, simply go to www.oxfordowl.co.uk and click on 'For Home'.

You might also like to take a look at, 'Tiny Happy People' It is a site that helps you develop your child's communication skills, through simple activities and play ideas and find out about their amazing early development. Just go to <https://www.bbc.co.uk/tiny-happy-people>

Homework

In addition to reading, we will ask you to upload a home challenge on Tapestry e.g. numeracy activities. Your child will also get handwriting sheets and numeracy activities and, on occasion, any other topic related activities to be completed at home. These and any other homework activities will be uploaded onto the documents section on Tapestry. If, however, you require a paper copy please let your class teacher know.

Preparing your child for school

There are some key skills we would like you to support your child with throughout the school year. These are very simple things used in everyday life and will help make coming to school a smooth process.

Getting dressed:

1. Putting on / taking off clothes in the correct order
2. Zips / buttons / shoe fastening
3. Turning a jumper the right way in
4. Coats / gloves / hats

Going to the toilet by themselves

Being independent at home:

1. Tidying away own possessions
2. Concentrating on an activity for a short period of time
3. Writing own name (in lower case letters) except for the capital letter at the beginning of their name
4. Completing a task (ask your child to work on a short task and encourage them to keep going until they have finished it)

Your child will be very excited about starting school, but also may feel a little apprehensive about what will happen each day. It will help them if you:

1. Speak to them enthusiastically about school
2. Help your child make a friend - so they have a familiar face to look out for at school
3. Encourage reading, writing and number activities as part of your daily routine.
4. Check their bags for newsletters, reading records on a daily basis etc.

If you would like more information on preparing your child for school, you can check out this website for handy tips for getting ready for starting school.
<https://home.oxfordowl.co.uk/at-school/reception-at-primary-school/getting-ready-to-start-school/>

What you can do to help your child in school

- Listen and talk about school with your child. Every day in school is an extremely busy one and your child will be full of new ideas and experiences they want to share with you. This is really important.
- Do not be alarmed if the response to the question "what did you do today?" is 'nothing'. It will not be true! They may just be tired after a busy day and may well discuss their learning when more relaxed.
- Please share a book with your child as often as you can. Ideally this should be at least 5 times a week for no more than 10 minutes each time. (Little and often is the key)
- Upload their achievements onto Tapestry so they can share, with their class, the things that they like to do, interest them or something they have recently achieved like learning to swim.
- Please maintain regular contact with your child's teacher in their reading record book. This is used as a diary of your child's reading progress. Please write a brief note in it each time you read with your child, noting something they did really well, or something they found a challenge.
- Keep us informed of any changes e.g personal (change of telephone numbers), medical and social factors that may have an effect on your child in school.
- Please help your child with any tasks they bring home with them.
- If you do have anything you want to discuss please do not hesitate to telephone the school office, or pop in after school to make an appointment to see a member of staff or write a message on Tapestry.

Each child is different and this is reflected in the level of maturity, attainment and development reached. It is important to remember that by the end of the reception year every child will have developed a wide range of interests and skills. By working together we can influence a happy, confident child who has a positive attitude to learning and who enjoys school life.

Typical Days in Saint Edmund's and Saint Thomas' Catholic Primary School Reception Classes

Our school day begins at 8:50am (dropping off time)

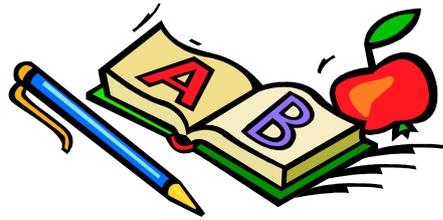
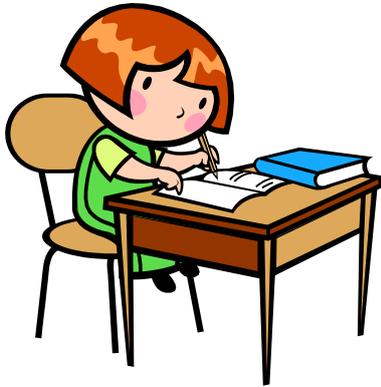
8:55am Register time/Self Registration

9am Story time

10am RWInc phonics session

11:20 Circle time

A balance of child initiated activities and adult directed activities. The staff will respond to the interest and needs of the children and support them in their play. At other times, adults will lead the children in, for example, mathematical or phonics activities.



11:45am: Lunch time
12.30pm: Afternoon register time
12:35: Maths input
2:20: Collective Worship

A balance of child initiated activities and adult directed activities. The staff will respond to the interest and needs of the children and support them in their play. At other times, adults will lead the children in, for example, science or writing activities.

3pm Home time.

School/Home Communication

School telephone number: 0151 928 5586

School website: www.stedmundsprimary.co.uk

Email: admin.stedmundsandstthomas@schools.sefton.gov.uk or
hobana.sest@schools.sefton.gov.uk

You will receive both school newsletters and letters about school trips etc or initiatives which are pertinent to your child's class, (please check the school website for newsletter and information on school trips).

If we need to contact you, we will ring you at home or work so please make sure you complete the contact forms. Current mobile numbers are essential as from time to time we use a *School Spider Parent Mail* system to text you regarding, for example, changes to after school club arrangements or forthcoming school closures. You can also contact your class teacher or child's key worker through

Tapestry if you wish. Your updated mobile number and email address is **critical** to excellent school communication.

Should you ever change your mobile number, please inform the school immediately.

Should you need to contact the school office you will meet Mrs Blackwell our school bursar or Mrs Hoban our school administrative officer. They will be able to assist you with most of your queries regarding your child's first weeks in school. Also, please visit our school website at www.stedmundsprimary.co.uk for updates on the curriculum, trips and news.

In the foyer we maintain a photo journal of many of our school children's activities. These photos are displayed on a large screen.

Home/School Agreement

Our parent body give fantastic support to the school and subscribes to the home school agreement so that both home and school can manage high expectations for the children in our care.

Money for School Trips and Voluntary Donations

From time to time, we ask for voluntary donations to fund trips such as Chester Zoo. These trips can be costly and we aim to cap the costs when we can but we do rely on your contribution for the continuation of these activities. School has limited funds to subsidise trips and our parent body have valued the range of activities greatly and have supported us well over the years.

School operates a cashless system through an online payment App called, 'School Gateway' via School Comms. The new system can be accessed by the School Gateway App through Google Play Store or Apple App Store on your smart phone or tablet.

School Levy

Liverpool Archdiocese issues a school levy for every family each year to contribute to the services it makes to Catholic schools including new buildings and premises improvements. The school levy charge is £10 per family per year. This can also be paid through 'School Gateway'. A letter will be sent out regarding the levy in September.

Snack/Craft/Baking

We also have a weekly **voluntary** snack/craft and science donation of £1 which enables us to provide a range of enhancement activities to support your child's curriculum.

Snack money can be paid weekly or termly to your child's class teacher.

Uniform and Equipment:

School Uniform:

Grey trousers, skirt or pinafore

Gold/Yellow polo top

Burgundy school sweatshirt.

School uniform is available to be purchased through Monkhouse in Crosby

Monkhouse.com

Schooltrends.co.uk

Paul's Place in Bootle

School shoes should be black - remember that Velcro straps are a great choice for a first pair of school shoes!

Please ensure that **every piece** of clothing is **clearly labelled** with your child's name.

PE Kit:

When your child starts Reception you will be informed when reception P.E. days are. So please send your child dressed in their P.E. kit on these days.

PE kit consists of...

- Yellow T shirt
- Black shorts
- Pumps
- For winter - joggers and sweatshirt (any colour)

Illness

If your child is going to be absent for any reason we ask that you telephone the office (928 5586) on the first day of absence and leave a message. If your child is absent due to sickness or diarrhoea we ask that they do not return for **48 hours** after the last bout of sickness. Absence is monitored closely and communication to school is very important so that a child's absence is recorded as authorised and unauthorised. When school receives no communication from

parents regarding a child's absence it will be automatically recorded as unauthorised.

How to get a free school lunch.

Do you qualify?

Children in Reception and Years 1 and 2 are automatically eligible for Free School Meals(Universal Infant Free School Meals) .However, if you or your partner receive an eligible benefit then your child's school will receive money; a **pupil premium payment** for every child registered as free school meals. We need a National Insurance number to secure payments. This is why we request it on the parent contact forms. The payment will enhance the child's education in a wide range of ways.

As a Sefton resident you are eligible for pupil premium if you receive any of the following benefits :

Income support

Income related employment and support allowance

Income based job seekers allowance

Support under part six of the Immigration and Asylum Act 1999

Child Tax Credit

Pension Credit - Guarantee credit.

Universal credit

(See details on Free School Meals application form regarding eligibility)

If you think you meet any of the above eligibility criteria you can apply for free school meals by contacting our School Admissions and Pupil Support team on **0151 934 3456** or by completing and returning the Free School Meals Form. There is a form from Sefton Council in your pack.

School Meals

School meals are made on school premises by our school cook, Miss K Garvey and her staff. The children who choose to have school lunches can see a copy of the menu in the school hall. Meals are provided **free of charge for all children until the end of Year 2.**

The children who opt to take packed lunches are expected to follow the school's healthy eating standard. **No fizzy drinks allowed and chocolate/ sweet products are discouraged.** Please make sure that grapes are cut in half.

If your child chooses to bring a packed lunch please be aware that we are a Healthy School and children should have healthy food in their lunch box. **We also ask that the lunch is free from nuts due to children with severe allergies within the school.**

Suggestions for Lunch boxes

Do provide healthy things such as: * Sandwiches * Pasta * Wraps * vegetable sticks * Fruit * Yoghurts * Raisins * Cheese * A drink e.g. a carton of juice (or water is always available)

Please do not send your child with a lunchbox that contains: * Any form of sweets * Fizzy drinks * Nuts or nut- based products i.e. some cereal bars and chocolate spreads * Lots of chocolate- based products.

Please remember to make sure their lunch box content is not excessive. After they have eaten they go outside to play with the other children on the playground.

Snack Time

Milk and fruit are available for your child at break times. Milk is provided free by the Government until your child reaches their 5th birthday.

Our Parish School of St Oscar Romero including the churches of Saint Edmund of Canterbury, Saint Thomas of Canterbury and Our Lady Star of the Sea

Fr. Dominic Curran, our parish priest is a frequent visitor to the school and meets with the children on many occasions, during lesson times, at assemblies. Sacramental programmes and themed seasonal initiatives are led by the Parish catechists when children are in Year Four.

Fr. Dominic Curran regularly welcomes the children and their families into church where we have collective worship, sacramental services and Christmas nativities. Mrs Claro is our Religious Education Lead, should you want more information regarding our teaching of Religious Education in school.

Special Education Needs

All children are welcome at St Edmund's and St Thomas' Nursery School and our experienced staff are able to offer a curriculum to meet the needs of each child.

Policies and our SEND local offer are in place and available on our website or on request. If you need any more information please speak to Mrs Louise Cooke who is our SEND coordinator.

PTA

We have a very active PTA who raise lots of money so that we can continue to give your child great learning opportunities in school. They hold several events each year including a firework display, Christmas fair, Bingo nights, race nights, quiz nights, family nights and a fantastic Summer Fair. The PTA also hold events just for the children such as school discos and Christmas fun days. They are always looking for new volunteers to help in any way they can throughout the year, even if it's just for one event.

Working with Edge Hill University and Hope University Partnership of Schools Hugh Baird and Southport College

Our school is committed to developing opportunities for initial teacher training placements. There are many benefits to involving training teachers in the life of the school and new ideas and initiatives can be developed when student teachers contribute to our children's learning. We will inform you when formal teaching placements are taking place in your children's class.

Important information:

We have included a number of information sheets some of which we require you to return to us by **13th July 2023**

- Emergency contact sheet - please return to school as soon as possible.
- School Meals Information
- Home School Agreement
- Social Media Policy
- Attendance Policy
- Intimate care policy
- Free School Meals form
- Tapestry letter
- All about me

Finally

Thank you for taking the time to read this booklet. If you have any further questions or think we may have missed out any relevant information, please do not hesitate to get in touch by ringing the school office on 0151 928 5586.