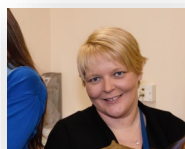


Safeguarding

In Lobley Hill Primary School our Designated Safeguarding Officers are shown below. Mrs James is the Designated Safeguarding Lead and other staff members are Deputy Safeguarding Leads.



Johanna James
Headteacher



Lorna Wood-Williams
Deputy Headteacher



Andrew Beattie
Deputy Headteacher



Kathryn Jobling
Family Support
Worker



Sarah McHugh
SENDCo

You can call school on 0191 433 4080 or drop in to speak to any one of us about a concern for yourself, your child or another child or family in school.

Worried about a child in Gateshead?

Follow this link to Gateshead's Local Safeguarding Children's Board website:



If you have a concern about the safety of a child then you should talk to someone immediately.

Phone Gateshead Council's Children's Services (in confidence) on:

0191 433 2653 (office hours: Monday - Friday, 8.30am to 5pm)

0191 477 0844 (out of hours, at night, at weekends and bank holidays)

The Emergency Duty Team will help with personal or family problems that reach a crisis at these times. All calls go through to the Gateshead Care Call Service where a telephone operator takes all the calls. This service is the contact point for all council services out of hours. If the phone isn't answered straightaway, please be patient as they will be dealing with another call.

In an emergency always call 999.



At Lobley Hill Primary School we aim to 'Be the Best We Can Be' through being curious, adventurous and respectful in order to achieve personal excellence.



Reception Class of 2023/2024

Information for Families

www.lobleyhillprimaryschool.co.uk

Tel: 0191 4334080 (main office)

Email: lobleyhillprimaryschool@gateshead.gov.uk

Welcome

We are thrilled you have chosen to join our Reception Class at Lobley Hill Primary School and look forward to sharing in your child's learning journey over the next seven years, and hopefully beyond.

We have a dedicated staff throughout the school who will always strive to ensure your child's time at Lobley Hill is the 'Best it Can Be'. Our Reception Class team are already preparing for September to make sure the transition into school is an enjoyable, relaxed and memorable time for you and your child.

Please ensure you check your welcome letter/emails for details of the transition weeks in September.

Remember **you and your family are part of our team** and we hope to develop our relationship throughout the year to impact positively on your child's time at school.

Meet the Reception Class Team



Miss
Martin



Miss
Wink



Miss
Watson



Mrs
Taylor



Mrs
Patterson



Mrs
Ampleford

Snack and Voluntary Contributions

Milk and water are provided each day in Reception and the children also have the opportunity to choose a healthy snack. Snacks often include fresh fruit, raw vegetables and dried fruit. We hope you will support us in teaching the children about healthy options to keep their teeth and bodies strong and healthy. Please ensure any allergies are shared on the Pupil Information Form.

We suggest a weekly contribution of £1.50 from our families—there is a money box at the classroom door for your contributions or you may wish to contribute online via our eduspot platform.

This money goes towards buying ingredients for cooking, special days and equipment as well as helping to fund the snack. We would also be grateful for a donation of a box of tissues/plain flour/salt once a term. Any donations of socks or underwear would also be much appreciated.

Thank you in advance.

Please bring a **clearly labelled water bottle** to school each day—water helps children to concentrate.



Sweets and Toys

Please encourage your child to leave their toys and possessions at home, where they are safest. Toys which are brought into school by children can easily be mistaken by others as belonging to them. When children see others bringing things they like to do the same. Toys from home may get lost or mixed up with school things and children can become upset when asked to leave them with the adult. We would rather their entry into school was a positive one. Don't worry we have plenty to keep them entertained in school!

Toilet Training

Also in preparation for September we would ask you to have a real push on toilet independence if your child has not already cracked this! Please be open about your child's needs—if they need little reminders or have tell-tales signs when they need 'to go' let us know so we can try to look out for them.

Some children have medical needs in this area and we ensure we meet their needs as part of our inclusive practice.

If your child still needs encouragement with toileting and you need support try the ERIC website for ideas, tips and videos for children of all ages.

<https://www.eric.org.uk>

We can put you and your family in touch with the school nurse or talk through some strategies if you are still finding this difficult.



Meet the Nursery Class Team

Mrs Warriner



Mrs Gray



Mrs Fisher



Mrs Eskikaya



Miss Tate

Our Early Years provision starts in Nursery and throughout the year we will work closely with the Nursery Team. Nursery and reception share many exciting learning environments around school and the Early Years Team are dedicated to making these areas reflect the needs and interests of our children.

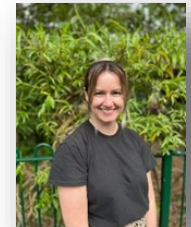
Meet the Wider School Team



Mrs Wood-Williams
Deputy Head Teacher for
Early Years and KS1



Miss Sarah McHugh
SENDCo



Miss Kathryn Jobling
Family Support Worker

This booklet will provide you with information about our Reception class to support you in preparing your child for school. In addition, you will be given a story book about Bertie Bear which we hope you will share with your child.

If you have any further questions please do not hesitate to contact Lorna Wood-Williams (Deputy Headteacher - Early Years and Key Stage 1 Lead) or any of the Early Years Team. Sarah McHugh is our SEN Co-ordinator and Kathryn Jobling is our Family Support Worker.

Learning Environments

Our school is fortunate to have fabulous school grounds and in Early Years we make excellent use of them! Your child will have access to the indoor and outdoor environment throughout the year and in all weathers.

In addition we extend our learning to the playground and Forest School. We provide suitable outdoor clothing to ensure your child is warm and dry but we would ask you to provide the following:

- **A pair of named wellies—to be left at school**
- **A warm, waterproof coat in all weathers (our weather is so changeable)**
- **Hat and gloves**
- **A drawstring bag with a change of clothes including multiple sets of socks and underwear. (Please check this regularly)**
- **If your child is changed into school spare clothing please wash and return ASAP.**

Your child will be active in Reception, therefore they are best dressed in comfortable clothes which are easy to fasten/pull on. **Please ensure all shoes have Velcro fastening and are named—many children have the same shoes and they can get mixed up!**



Even though the children will wear waterproofs or aprons, there will be occasions when their clothes become wet or dirty. We hope you will understand this is inevitable and goes hand in hand with your child having an active and adventurous experience.

**ALL CLOTHING MUST
BE NAMED TO MAKE
SURE IT COMES BACK
HOME WITH YOUR
CHILD**

Getting Ready for Their First Day

September will be filled with many 'firsts' for many children. First school meal, first time in 'the big school', first full day at school to name but a few!

We know children will all approach these adventures in their own unique way. However you can help them in the following ways:

- Talk to them about the daily routine
- Try their uniform on in advance and allow them to get used to it.
- Get up at 'school time' for a week before school starts to get their body clock adjusted if you are lucky enough to have a child who likes a lie-in!
- Ask them how they feel about school so you can re-assure them if they are worried about anything.

Transitions into school normally run smoothly but if your child is upset be reassured that they calm down very quickly once they are left. We can phone you later in the day to inform you on how well they have settled.

We operate a staggered transition to ensure the children settle as quickly as possible into their new classes. Having higher adult to child ratios when the children are becoming familiar with their new environment and routines proves invaluable to the children's progress. Thank you for your support with this.

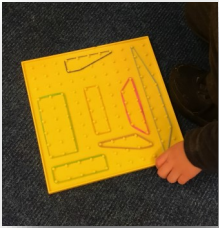
We hope you share 'The Adventures of Bertie Bear' with your child throughout the summer to help them to become familiar with the staff and environment as well as to open up the opportunity for them to talk about school.



Developing Gross and Fine Motor Control

Throughout Nursery and Reception we ensure the children have opportunities to develop physically. Whether this is developing their balance, co-ordination or core strength, it is all crucial to their success later on in school.

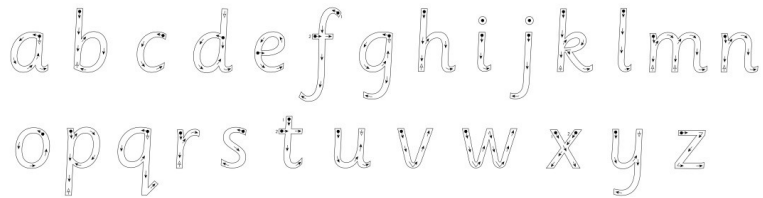
We have daily routines for the children to support this development as well as the provision of Forest School, riding bikes and cooking to name but a few. Being able to sit at a table to write with the correct posture and pencil grip relies heavily upon this.



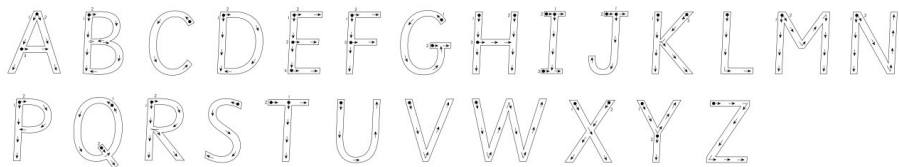
Our School Writing Script

This is the font we use in Early Years and Year 1. If you are encouraging your child to write their name and numbers it would be helpful if you could encourage this font.

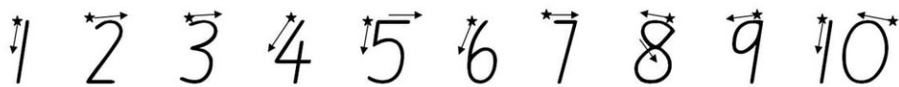
As a reminder, correct letter formation for lower-case letters is as follows. The arrows show the direction of your child's pencil:



Capital letters are formed as follows:



Start at the star and follow the arrow.



School Uniform Expectations



- Black school shoes or boots (No trainers) Velcro fasteners are helpful for Early Years.
- Black or grey trousers, skirts or pinafore dresses (No leggings, jeans or sports trousers) Pull on styles are easiest for Early Years.
- Sky blue polo tops (with or without school logo)
- Royal blue cardigans or jumpers (with or without school logo) School fleeces are for outdoor use only.
- Blue and white summer dresses or black/grey school shorts
- Black, white or grey socks or tights
- **No jewellery or earrings**—only exception is a watch/religious item.
- No PE kit is required in Early Years
- The children must have a school book bag and spare clothes in a drawstring bag only please—**NO RUCKSACKS**

Please label all items of clothing and show your child where they can find their name.

All uniform orders must be made via the school website - home delivery or store delivery is available.

The Daily Routine

Within Reception the daily routine develops as the children become more confident and independent. Once all children are in the full-time **(WB 25.09.23, the 4th week back)** timings are as follows. Please see your individual letter for timings during weeks 1, 2 and 3.

- **8:45 am** Reception children will be welcomed into school via the Early Years Garden gate and through their classroom fire doors.
- **8.55 am** Doors will close. Please ensure your child is in school before the doors close to avoid a late mark. Late children will need to come into school via the school office.
- **3:20 pm** Reception children will be handed over to their adults via the classroom fire doors.

Breakfast Club

Breakfast Club must be booked in advance and paid for online via the eduspot app. Children eligible for Pupil Premium funding can access this free of charge. Please ensure your child/children are at the KS1 doors for 8:00 am where they will be collected for breakfast club by our Family Support Worker.

Collection of Children

Please ensure Reception Staff know who is picking up your child on a daily basis and inform us of any changes to the 'Collection from School' information or contact phone numbers provided within the Pupil Information Form (**this should be completed/updated by July 21st 2023 at the latest and can be found on the school website within the Parent Hub**). Adults unknown to staff will not be allowed to take your child unless we have your consent.

Children are much happier knowing who will collect them and that they will be collected **on time**.

We politely ask that mobile phones are not used whilst you drop off or collect your child to enable valuable communication. We also ask you to avoid using them on the school grounds.

Helping at Home

The most valuable thing you can give your child is your time.

Research outlines the positive impact home learning has upon a child's development. The focus of this will change throughout the Reception year as we start to learn different aspects of reading, writing and number.

You can support their time in school by:

- having positive conversations about the school day—Ask your child what they enjoyed? What did they do that was courageous? How have they been a good friend to others?
- talking and listening to your child as they tell you about their time at school.
- sharing books with them
- singing songs and playing games
- encouraging them to count everyday objects
- encouraging them to be independent when they dress and tidy up.

Home Learning Bag

In Reception, we teach regular phonics and maths activities. Consolidating these at home is extremely valuable. To support this we **loan** a Home Learning Bag which contains resources and activities ideas similar to those we do in school. **NOTE—these bags will need to be signed for and returned in full in the summer term. They will be loaned out in autumn term.**



Parental Involvement

We welcome you to our family activities throughout the year. They will provide an opportunity for you to be involved their experiences within reception. An annual plan with key dates for the year will be shared in September. We hope you can join us whenever possible. Please look out for important workshops linked to phonics and maths learning.

We predominantly have paperless communication from school and have the following in place to help achieve this:

- text links to letters on the school website;
- Emailing of school letters;
- Payments and permission for visits online;
- Sign up to parent consultations online
- Pupil Information completed online.

Winter Wonderland—In the lead up to Christmas we hope to invite you to join us for a Winter Wonderland. In previous years our families have thoroughly enjoyed winter crafts, singing, treasure hunts and special visitors. The date will be provided in advance.



Early Reading and Phonics—We start teaching the children phonics in Reception through the Read Write Inc. programme (RWI). The more practice the children get at home the quicker they pick up reading.

Once they get into the swing of this we will send information home via EvidenceMe or email, to inform you of how you can support your child in this crucial journey. A parent workshop will be available at this time too. Ours best readers are always those who practise regularly at home—your help makes all the difference!



Every day your child's Home Reading Journal will come home in their bookbag, there is a section for you to comment each time you share a reading experience with your child. **It is essential this is brought to school every day. The children will change their reading book and library book each week.**

Attendance and Punctuality

Children settle into the daily routine much quicker if they are punctual for school and attend regularly. Children arriving after their designated arrival time are considered late and a late arrival to school will result in lost learning. The school follows the attendance policy and procedures of the Local Authority including guidelines for term-time holidays. This policy can be accessed on the school website.

Illness

If your child is unwell and unable to attend school please inform the school office as soon as possible, ideally before 9am.

If your child has suffered from vomiting or diarrhoea please leave **48 hours** from the last incident before returning to school. This is to ensure the illness does not spread.

School Meals

All children from Reception to Year 2 are currently entitled to a free school meal and we would encourage all families to take full advantage of this initiative. All food is prepared and cooked on site to provide a nutritious and balanced meal for your child. Please ensure you complete the FSM check on the Gateshead Council website (a link can be found on the Parent Hub of the school website) - even though you are entitled to a meal, completion of this form can secure additional funding for your child if they are eligible.



The children have a daily choice of a set meal, a vegetarian meal or a jacket potato. Salad and dessert is also available with water, juice or milk provided at the tables. The menu operates on a three-week cycle and we encourage you to discuss the choices with your child each day. A menu can be found on the school website. Any allergies must be included on the Pupil Information Booklet.

At the start of the year we have 'all hands on deck' to support the children at lunch-time and we keep a close watch on what is being eaten so please be reassured that even the fussiest of eaters will not go hungry!

Behaviour and Relationships

Our School rule is that we 'CARE' - this represents our values in encouraging all children to Co-operate, Achieve, Respect and Enjoy.

We use positive praise to encourage those children who demonstrate our CARE values. Your child may receive a 'bee sticker' when they are trying to 'Be the Best They can Be'. These may be awarded for:

- Taking turns or sharing
- Being kind and thoughtful
- Working as a team
- Listening well
- Being brave
- Following instructions



Occasionally children struggle to follow rules and the manner in which this is addressed throughout school develops alongside the children. In Reception 'conflict resolution' is used to allow children to discuss their actions and how it may make another child feel. We encourage them to solve problems and come up with solutions they feel are fair.



Each day, a child will be chosen for Special Person. This gives the children an opportunity to develop friendships and build this self-esteem. As part of this, they will take home Bertie Bear for an adventure at your home. We ask you to write in Bertie's diary about what adventures he has had with you and your child. This is shared in 'Special Person' time the following day.

How can I share information about my child?

A feature of the 'EvidenceMe' programme is an app dedicated to parents. It allows you to share key moments, developments, interests and progress for your child. We can then use this to support us in school.

Each week we will share an example of what we have been doing in Reception. This is to allow you to build upon this activity at home should you like to.

NOTE—we will use the email address you provide us when you complete the Pupil Information Booklet. We must have this information to sign you up to be able to see what your child has been doing in Reception.

An area we would like to develop further is to find out more about your child and their family. It may be about your traditions, hobbies, holiday destinations, family time, religions and beliefs. We hope the children will be able to begin sharing these things when they bring their 'All About Me' **Information back in September**

Each term we have Parent Consultations as well as an end of year Record of Achievement. However, the best type of feedback from us and from you comes at the end of each day when we can share the small steps they have taken on their learning journey.

You may also wish to email your child's teacher. We ask this is only Monday-Friday between 8am and 6pm.

Abbie Martin—abbiemartin@lobleyhillprimary.org.uk

Kelsey Wink—kelseywink@lobleyhillprimary.org.uk

Contact details for Lorna Wood-Williams (Deputy Headteacher/ EYFS lead are as follows:

Lorna Wood-Williams—lornawilliams@lobleyhillprimary.org.uk



Opportunities to Share My Child's Progress

We hope that you will help us to gather information about your child's developments throughout the year. We are fortunate to spend the day with them but we don't think for one minute that's where the learning stops! By sharing those 'Wow!' moments with us, we can get a clearer picture of just how much they are developing.

Over the year we record some of your child's experiences and achievements using a programme called **EvidenceMe**. At the end of the year, you will get a copy of this 'Learning Journey' to keep. It by no means captures everything they will have done, but it provides a snapshot of their time within Reception.

At the end of each day the team in Reception meet to discuss the children's interests, play and developments throughout the school day. This means that all adults working within Reception can share their developments and make sure the learning environment reflects the interests of the children.



Teaching and Learning in Reception Class

Following your 'Stay and Play' session in school you will recognise that the children predominantly learn through play in Early Years. We follow the Framework for the Early Years Foundation Stage

Four guiding principles that underpin our practice in Early Years are:

- every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured;
- every child learns to be strong and independent through positive relationships;
- every child learns and develops well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time;
- Recognising the importance of learning and development. Children develop and learn at different rates.

Well-planned play, both indoors and outdoors, is a key way in which young children learn with enjoyment and challenge. In order that all children make the best possible progress we plan opportunities that build on and extend children's knowledge, skills and experiences using a wide range of teaching strategies.

Through their play our children are encouraged and supported to help build their self-esteem and confidence. They plan their own activities as well as having the chance to take part in adult-led activities.



Forest Fridays

Our Forest School Area has developed over the years into an amazing environment to stimulate learning and play. This is situated beyond the Key Stage 2 playground—just far enough for a great adventure!

Visits to Forest School take place regardless of the weather so this means the children are likely to get muddy and wet—this is often the greatest appeal! We have waterproof suits and snowsuits for wet and cold days. **Your child must have wellies in school, with their name clearly marked.**

Your child will get dirty when visiting Forest School so they must have a **full change of clothes in school, including underwear and socks/tights.** If children can wear trousers or tights on a Forest Friday it makes changing into snow-suits or waterproofs much easier. A pair of cosy welly socks would be appreciated when the weather is colder.

