



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru



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St Athan Primary School



**The Foundation
Phase
Reception Handbook**



Introduction

We have produced this handbook in the hope that it will answer many of the most frequently asked questions from parents and carers. We understand that starting school is an important step in your child's development and hope that it will be a useful point of reference as they join their first year in school.

In order to help your child settle quickly and happily, we have a policy of staggered entry. Reception class pupils will have session dates to come into school during the first two weeks. This allows the class teachers more time to spend with your child initially, and helps your child to adjust to being in school all day.

Reception Entry System for September

For staggered intake over the first 2 weeks of term, the class is divided into 4 small groups, with allocated visits on specific days to help ease children into their new setting gradually:

NB Dates of visits may vary each year, depending on when school returns after the Summer holidays. An example of planning these visits following on from the school closure in 2020 is listed below:

- Each group has initially been allocated one half-day session in Nursery, with Nursery and Reception staff during Week 1.
- In Week 2, there will be 2 whole day sessions using the Nursery and Reception Classrooms, where 2 groups will join together, again with both Nursery and Reception staff.
- In Week 3, all groups will come together to form the full Reception Class with Reception Staff only from now on. Normal times of 8.50am to 3.10pm, will therefore commence in the Reception Classroom.

- Your child is in Group _____.
- Please bring your child to school as indicated on the highlighted timetable below.
- For the first visit, all children are to be brought to the Nursery Classroom.

Week 1	Classroom / Staff	Morning 9.00am - 11.30am	Afternoon 12.30 - 3.00pm
Monday 31 st August	N/A	Last day of Summer Holidays	
Tuesday 1 st September	N/A	Inset Day (no school for children on this day)	
Wednesday 2 nd September	N/A	Prep day / No school for Reception children today	
Thursday 3 rd September	Nursery SH, LD & LSAs	Group A	Group B
Friday 4 th September	Nursery SH, LD & LSAs	Group C	Group D

Week 2	Classroom / Staff	8.50am - 3.10pm (times subject to confirmation)	
Monday 7 th September	Nursery / Reception SH, LD & LSAs	A and B - first full day with lunch	
Tuesday 8 th September	Nursery / Reception SH, LD & LSAs	C and D - first full day with lunch	
Wednesday 9 th September	Reception SH, LD & LSAs	A and B - Second full day with lunch	
Thursday 10 th September	Reception SH, LD & LSAs	C and D - Second full day with lunch	
Friday 11 th September	N/A	Prep Day / No school for Reception children today	

Week 3	Classroom	8.50am - 3.10pm (times subject to confirmation)	
Monday 14 th September and onwards	Reception LD & LSAs	A, B, C and D - First full day as whole class Normal school times from now on	

Subject to change according to guidance and current situation



General Information

- Reception Class Staff (subject to change)

Mrs Davies (Teacher / Deputy Head)

Mrs Thomas and Mrs Nichols (Learning Support Assistants)

- Foundation Phase Curriculum

Please note, the Welsh Government is introducing a new Curriculum in the very near future, so schools are working towards this at present. However, it is currently statutory for Reception children to learn skills outlined in the Foundation Phase Framework. These are made up of seven areas, which are:

1. Language, Literacy and Communication
2. Mathematical Development
3. Knowledge and Understanding of the World
4. Creative Development
5. Physical Development
6. Personal and Social Development, Well Being, Cultural Diversity
7. Welsh Language Development.

There is an emphasis on learning through play and practical hands-on experiences. Within the curriculum we endeavour to develop children's skills and confidence during this important initial first year in school.

Later in the term, once the children have settled, we will invite you to a meeting where we will talk about the methods we use to develop numeracy, reading and writing. This is an ideal opportunity for parents and carers to find out how their children are being introduced to the Foundation Phase Curriculum and the type of resources we use. We feel very strongly that as a school we want to work in partnership with parents and for this reason we would ask that at least one family member attends the meeting. It will give you an insight into how to support your child at home and will be an opportunity for you to talk to your child's class teacher.

More information about the school can be found on the school website:
www.stathanprimary.ik.org

Termly events and Weekly Wednesday Newsletters are given out by our Head Teacher Mrs Louise Haynes, giving information about school and forthcoming events.

Further notices can be sent to you via our texting service "Teachers 2 Parents."
Please ensure we are kept up-to-date with your new mobile numbers.

You can also follow us on [Twitter](#), where lots of photographs are put on weekly, showing what your child is doing in school - [@stathanprimary](#)



• Beginning and End of School Day Procedures

There is a **bus service** available for the children to use if you wish, but only once the staggered entry system has been completed.

There is also a **free breakfast club**, which runs from 08.10am daily in the main school hall.

Please see staff for more details if required.

On arrival to school for 8.50am start, the children are collected from the main school playground by their teacher or Learning Support Assistant, where they will line up with the rest of the school by their class poles. Staff will show you where these are situated. Parents are encouraged to stay in the playground rather than come down to the class with the children.

Our school day is very busy, and begins with our daily assembly, so punctuality is important.

Although the class teacher will always be there to welcome your child into class, as you can appreciate, this is a very busy time of day and so we would ask that if you do need to speak to the teacher it is best to do this at the **end of the day - 3.10pm** or alternatively make an appointment at a mutually convenient time.

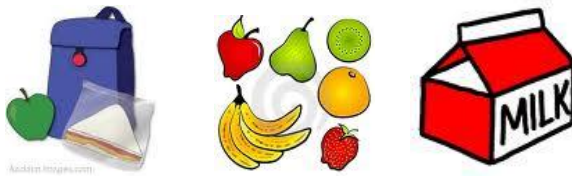
Children are dismissed into the main playground at the end of the day ie 3.10pm, so again, this is where the parents or guardians wait.

Please contact us, if your child is going to be picked up by anybody else, or if he/she is going to be absent for any reason. It would be much appreciated if you could send in a note explaining the absence - thank you.

• Lunchtime

Lunch break is between 12 and 1pm. Parents are given a menu each term listing the dinner options each week. If your child is going to have school dinners we would ask that you send in the correct money in a named envelope on a weekly basis every Monday. **School meals currently cost... (eg in 2020 £2.30 per day ie £11.50 per week.)** Parent Pay is used for school dinners.

Alternatively, your child may prefer to bring a packed lunch from home, please make sure that their sandwich bag is clearly labelled with their name as very often several children have the same bags and it can be very confusing for them!



• Snack time and Drinks

As we are a healthy school, we would ask that parents provide their child with a healthy snack each day for morning playtime. Children are entitled to free milk in Reception and this is available to them every day. In addition to this the children have access to a water fountain as and when needed, or can bring in their own named water bottles.

• Uniform

Red cardigan, jumper or sweatshirt (school logo)

Yellow polo t-shirt (school logo)

Black or grey trousers/joggers/shorts/skirt

Red and white checked or striped dress (Summer)

Black school shoes

Uniform is not compulsory, but we would prefer children to wear it for a number of reasons, for eg, to establish an identity for our school, and create a sense of belonging. **Please ensure that all items of clothing are clearly marked with your child's name.** We encourage children in Reception to be as independent as possible and so if you could help them to take off / put on jumpers, coats etc on their own it would be a great help to us. School uniform is available to order in the Office.

- **P.E.** PE kit - a pair of black shorts/joggers and a plain white t-shirt with trainers (bare feet inside)

Please can PE kit be brought in on Monday, and left in school for the week. This can then be taken home on Friday, and returned the following Monday....

Changing for P.E. can be a new experience for many children. If you can help your child to get used to dressing independently this will be a big help to staff on P.E. days. For reasons of safety we ask that children do not wear jewellery to school (if your child wears earrings, please ensure they are studs).



- **Learning Outdoors**

The Foundation Phase Curriculum encourages children to spend as much time as possible outside discovering, exploring and learning. Children will be making use of the outdoors whatever the weather and for this reason we would ask that parents make sure their children are dressed appropriately for being outside in the sun, snow or rain if you wish you may send in a pair of Wellingtons that you would be happy to leave in school. Again please make sure that these are clearly labelled because children will be encouraged to be as independent as possible when changing to play outside.

Children will also be given the opportunity to participate in a number of school visits and outings linked to their topic work, ie, trips into the locality and trips further afield eg St Athan Church and library, Cardiff Castle...

We may send out pleas for parental support with these activities, and would greatly appreciate your help.

Parents will also be invited to watch special events such as concerts, class assemblies, Sports Day....

If you are interested in helping out in school, or joining our PTA, please see staff for more details.



- **After-school Clubs**

Now children are in Reception, there will also be given the opportunity to join some of our Foundation Phase After-school Clubs which run from 3.10 - 4pm, for example, our Sports club, Creative Club... - please see staff for more details. You will need to apply for these clubs as soon as the notice goes out, because demand is high, and places go quick! If your child does not get a place straight-away, they will be put on a waiting list, and you will be informed as soon as a place becomes available.

- **Class Rules**

We realise that as children begin school they are embarking on a whole range of new learning experiences and challenges. Although our expectations for behaviour are high we endeavour to introduce children to the idea of following rules in a very simple way. We follow the "Golden Rules" which ask the children to:

1. To respect other people and their property.
2. Always try our best to behave well and listen carefully.
3. Always use good manners.
4. Always try to be sensible.

- **Homework, Home Reading and Story sacks**

Parents will receive Parent/Child Planners each term, which give specific information about topics to be studied in class, and targets to aim for.

Homework will be given out as and when appropriate, to consolidate or extend learning in class, eg writing, spellings, maths worksheets, creative tasks....

Your child will also be given a home reading folder. The label on the front will tell you which days you need to return it to school so that the class teacher can change the book. There will also be a reading diary in which you are able to write your comments / responses.



• **P.P.A. (Planning, Preparation and Assessment)**

For your information all class teachers are allocated 10% non-contact time dedicated to planning, preparation and assessment. This is currently organised as a day out of class each fortnight.

• **Parental Consultations and Reports**

Parental Consultations are held in the Autumn and Spring Term to discuss progress, with all children receiving an end of year report in the Summer Term. Please, however, feel free to make further appointments with your child's teacher if needed at any time throughout the year.

We hope that this handbook has been useful to you in answering some of the most common questions that arise when children start school for the first time. If you have any further questions or would like to discuss any of the points covered, please do not hesitate to speak to a member of staff.

We hope that you and your child will enjoy this important first year in full-time education, and it is the beginning of a happy and successful journey in St Athan Primary School.





Please complete the following slip below and bring it with your child when they start in September. Thank you.

Name _____

Address _____

I will be having sandwiches

I will be having school dinners

I will be collected from school if so, by who? _____

I will be going on the school bus

I will be going to breakfast club*

* forms need to be completed if you wish your child to attend breakfast club - please see staff

Although forms have been completed re medical conditions, just as an extra precaution, please note below any medical conditions you wish to highlight to the class teacher, and if you are happy for photographs to be taken of your child for our website and newsletter:

Medical conditions/allergies:

Photographs: Yes / No