



**Welcome to
Valence Primary School
Reception 2017-2018**



VALENCE PRIMARY SCHOOL

Welcome to Valence Primary School Reception we hope your time with us will be happy and successful.

School Address:

Bonham Road Site:

Bonham Rd
Dagenham
Essex RM8 3AR

Main Office: 0208 270 4480

St. George Site:

St George's Road
Dagenham
Essex RM9 5AJ

Main Office: 0208 270 6520

If your child is absent please telephone the above number and inform our office staff. Please send a note when your child returns to school.

Executive Head Teacher: Mr R November

Foundation Stage Lead: Miss K Lilley

As Foundation Stage Lead Miss Lilley is here to answer any questions or speak to you regarding your child's wellbeing at school. However, it is important that class teachers are your first contact as they have the most in depth knowledge about your child.

Classes:

Bonham Road Site:

Robins Class
Owls Class

St. George's Site:

Robins Class
Owls Class
Doves Class

The Foundation Stage is fortunate to have a high ratio of experienced staff. In addition we support a number of students. Parent helpers are very welcome and are placed on the alternative site to their child/children. Safeguarding certificates (DBS. checks) are required.

Induction and Settling in:

It is very important that your child feels happy and secure as they start their school life. For this reason we have a carefully planned programme to gradually prepare your child for full-time education.

Children will be given a start date. The administration team will be collecting all vital information e.g. contact telephone numbers. Please ensure that your child's birth certificate and a proof of address (such as a current utilities bill) are brought into the school office as soon as you receive your offer, before the end of July.

During the induction period staff will be available in the playground to direct children, parents and carers to the Foundation Stage classes. Children are welcome to stay for lunch.

If your child needs a little more time to settle and adjust to their new surroundings, staff will see you at the end of the day or make a call home in order to agree a 'settling-in' programme.

The school day:

School gates open at **8:40 am**

Doors open at **8:45 am**

Children are expected to be in for **8:50 am**

Doors will close at **8:55 am**

Teachers and support staff will always be available between these times to talk to parents/carers and to settle your child. Staff are also available after school once children have been seen, safely, to their parents and carers.

Lunchtime: **11:45 – 12:45 pm**

Home time: **3:00 pm**

At home time children are led into a safe place in order to see them safely to the adults collecting. Please wait outside this space.

Staff will call each child in turn as they see you. This can take a little time as staff become familiar with new faces. Thank you for your patience.

If your child is to be collected by someone that staff do not recognise, please inform the office in advance and, if possible, introduce the 'new face' to the teacher. The school operates a 'password' system; please see the slip attached to this booklet for further information.

Useful Information:

Snacks:

Children will have access to fresh fruit and drinking water daily. Milk is also sometimes available.



Library:

Children are encouraged to choose a book which appeals to them. This is to share at home with adults – it is NOT a reading book. Please encourage your child to bring a suitable, small book bag every day. Library books are changed weekly, on a rota. We recommend that your child stores their library book in their book bag in order to make sure that it is available when their turn to change it arises. There is a charge for lost books.

P.E:

Children will take part in PE as well as other structured play activities. Throughout the year, children will need a pair of navy blue shorts or jogging bottoms a white T-Shirt and a pair of plimsolls. No earrings please. P.E. kits will be sent home at half term. The Reception team will confirm your child's PE day at the Welcome Meetings in September.

Spare Clothes:

We keep a small stock of clothing should your child need changing. If possible, please provide a change of suitable uniform in a bag. Unwanted, clean clothing is always appreciated.

Uniform:

The children wear school uniform. This consists of;

Royal Blue sweatshirt, cardigan and/or fleece with Valence Owl logo
Grey trousers or joggers (joggers are for EYFS only) /skirts or pinafore dresses
Blue gingham dresses for summer
White polo top or shirt
Plain black footwear only (no trainers)
Grey, white or black socks and tights
Hair bands /headscarves in uniform colours
Book bags, P.E. bags and hats are also available in school colours.

Uniform can be purchased from Premier School Wear 688-690 Becontree Avenue, Dagenham, Essex, RM8 3HD Tel: 020 8592 0141.

We would be very grateful if all clothing, including coats, is clearly marked with names. Many clothes, shoes and plimsolls are very similar and your child may get distressed if clothes are mislaid.

Children will play outdoors every day. Please ensure that your child wears suitable warm clothing and footwear. We recommend shoes with Velcro fastenings and daily practise putting on socks/tights in order to promote independence.

Please note that we will not be starting formal PE lessons until the summer term, so please do not purchase a PE kit until you receive a letter from us as we do not want you to pay for a kit that your child will have grown out of.

No jewellery, other than one simple pair of earrings, is allowed for safety reasons. If you wish to have your child's ears pierced, we recommend waiting until the summer holidays. Parents are kindly asked to sign an accident disclaimer if children are wearing earrings.



Curriculum:

We follow the Early Years Foundation Stage Curriculum which is firmly rooted in play and covers three prime areas which are;

1. Personal, Social and Emotional development
2. Physical Development
3. Communication and Language

These areas are strengthened and applied through four specific areas;

4. Understanding the World
5. Literacy
6. Mathematics
7. Expressive Arts and Design

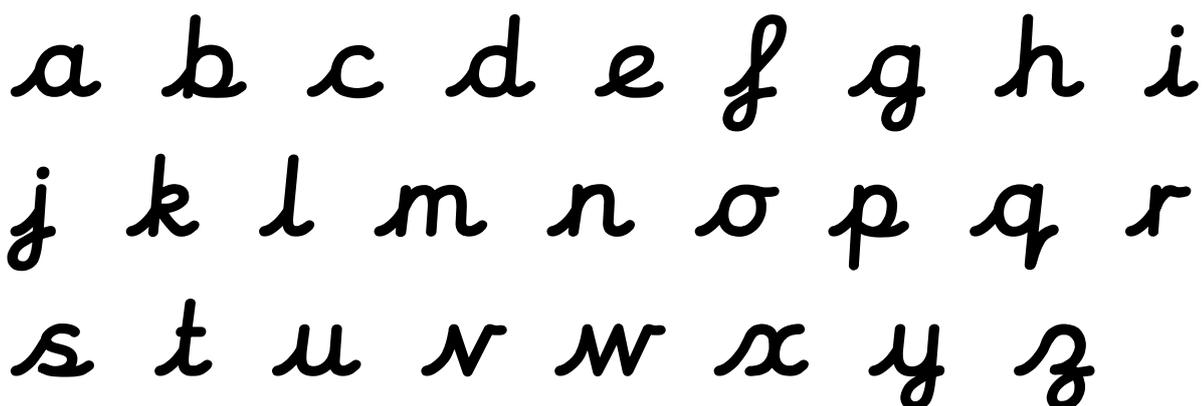
Alongside the areas of learning we make observations of the children's "Characteristics of Learning", these tell us how they learn and enable us to plan activities to suit them. The Characteristics are:

- Playing and Exploring
- Active Learning
- Creating and thinking critically

We recognise that children learn at different rates and have different interests. We consider this when we plan and when we talk to you. We want your child to enjoy learning and to have the confidence to see themselves as successful learner. Any additional information about your child is greatly appreciated.

We ask that children learning to write their name, and other words, use lower case, cursive script letters as shown (except for the first letter in their name i.e. *Jack* not **JACK**). This will make it much easier for children to move into reading and writing fluently.

Children will learn the 'sound' that each letter makes i.e. 'a' reads as 'ah' not 'ay', please ask if you are unsure. You will be invited to attend a meeting to find out more information about our phonics scheme (Read Write Inc.) early in the autumn term.



Assessment:

Assessment plays an important part in helping parents, carers and staff to recognise children's progress, understand needs, and to plan activities and support. Staff will observe children to understand their level of achievement, interests and learning styles, and then shape learning experiences for each child.

In school, we use a system called "2Build a Profile" which creates an electronic profile. You will be asked to provide an email address at the start of the year, which will enable us to share photos and observations about what your child has been learning in Reception.

Parents and carers are invited to contribute to this process through daily contact; access to children's learning profiles, invitations to events, parent meetings and an end of year report. We look forward to seeing you.

A curriculum letter will be sent home each half term to inform you of the themes being covered, special events such as trips and learning targets. Staff are also always available at the end of every day.

Breakfast and After School Provision

We offer a Breakfast Club from 7:30 am and an After School Club which finishes at 6:00pm on both sites. Please see the office staff if you are interested in reserving a place at one or both of these facilities.



Playtime/lunchtimes: 11:45 am – 12:45 pm

In accordance with good Early Years practice our Reception children do not have a play time with older children. This is in order to provide longer, uninterrupted, quality play opportunities. Play Leaders supervise children at lunchtimes.

Children choosing to stay for lunch time will be gradually introduced to the dining hall. Please keep packed lunches simple and healthy. No sweets or chocolates (even for birthdays) please as we are a Healthy School. If your child has any food allergies please speak to the class teacher. Water and milk is offered with lunch daily.

Please note – Valence Primary School is a Nut Free School.



You may choose any combination of school dinner / packed lunch over any number of days and weeks.

The school dinner menu will work on a three week rotation to maximise choice for the children. There will be a clear display on the school notice boards every week, stating which week we are following. You can also view this information on our school website at www.valenceprimaryschool.com.

If you have any questions or concerns about any aspects of your child's school dinner, please contact the school office. School meals are currently free for Reception children however it is important to complete the 'free meal application form' as this generates over £1,000 of additional funding to directly support your child.

Please note Valence Primary is a Healthy School. Water and milk are the only drink options. There is no need for your child to bring a drink container to school as water/milk are always provided.



Please make every effort to bring your child to school each day. We have a number of experienced first aiders who will not hesitate to contact you if your child becomes unwell. We kindly request that you telephone the school office on each day that your child is absent and bring a letter to school explaining your child's absence on the day they return. If your child has any allergies or medical conditions that we need to be aware of, please inform the class teacher.

At Valence, we pride ourselves on good attendance and punctuality as this has proved to be essential in achieving a good education. Family effort to meet and beat school targets is recognised and rewarded throughout the year.

Parents as Partners



We share your desire to make your child's time with us a happy and successful learning experience and greatly value parental involvement in all aspects of children's learning. We want your child to enjoy learning and to have the confidence to see themselves as successful learners.

Once the classes are settled we will invite parents and carers to a Welcome Meeting. We also provide 'child friendly' homework and host workshops throughout the year to promote parental engagement.

Thank you for taking time to read through this booklet. We hope that this will be the beginning of a happy working relationship with you and your child – together we can make a real difference.

Paperwork

Children **will not be allowed to start** until the school have received: a child's birth certificate and proof of address, emergency contact and additional language information.

You will be asked to complete some other relevant paperwork, including: Local visits and photographs, earring disclaimer, dietary requirements.

