

# Knowsley Lane Primary School



## RECEPTION CLASS HANDBOOK 2019-2020

At Knowsley Lane, we believe that Reception Class children should experience a balanced combination of self-initiated, open-ended play and direct teaching in adult-led activities. We are flexible practitioners, who follow children's interests, respond to their ideas for developing play activities, and provide structured activities (which can also be playful) to teach specific knowledge and skills.

**We are committed to the four themes of The Early Years Foundation Stage, which are:-**

**A Unique Child** - every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

**Enabling Environments** - The environment plays a key role in supporting and extending children's development and learning.

**Positive Relationships** - Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

**Learning and Developing** - Children develop and learn in different ways and learn at different rates and all areas of learning and developing are equally important and inter-connected.

## About Us

We will admit children this year from Tuesday 3rd September.

### The Early Years Staff



**Mrs Emma McHugh**  
Class Teacher



**Miss Charlotte Henshall**  
Class Teacher



**Mr Ben Whitehall**  
Assistant Head Teacher  
of Lower School



**Miss Lorna Barry**  
Teaching Assistant



**Mrs Michelle Walsh**  
Higher Level Teaching Assistant

### Other Staff Members



**Mr Simon Bramwell**  
Chief Executive Officer



**Mrs Linda Lord**  
Principal



**Mrs Susan Whittle**  
Learning Mentor



**Mrs Emma Dilworth**  
Deputy Principal

### Session times:

Each day is from 8.45 a.m. to 3.15 p.m.

### Attendance

Regular daily attendance is vital to help boost your child's self confidence and independence, and help them to achieve good educational progress. If your child is unable to attend, for whatever reason, please telephone 0151 556 9999 text 07786201169 or email [klpoffice@vantageacademies.co.uk](mailto:klpoffice@vantageacademies.co.uk) to let us know straight away.

## **Starting in the Reception Class**

### **Introductory Meeting**

Once you have accepted a place in the Reception Class, you will be invited to an introductory meeting, this year on 11<sup>th</sup> June. Here you will be able to meet the staff, learn a little more about what we do and ask any questions you may have about your child starting school.

Then **you and your child** will be invited into the Reception Class for a visit on Thursday 20<sup>th</sup> June at 2pm. At this visit you will be able to order school uniform. It is greatly beneficial for your child that you attend.

### **Settling In**

In the first week when your child starts with us you will be welcome to stay for a little while until he/she is settled enough to be left, if that is appropriate. The length of the 'settling in period' is flexible and will continue until your child feels happy and secure. This may take longer for some children than others but please don't worry, all the staff are very used to these situations. We will discuss your child's individual needs with you at the home visit.

### **Home visits**

This is a chance for us to get to know you and your child before starting school in September and it gives you a chance to ask any questions you may have. If you are new to our school and would like a home visit please speak to the class teacher.

### **What your child will be doing in the Reception Class**

What and how the children learn in The Reception Class is based on a range of learning experiences designed for our youngest children. It is called THE EARLY YEARS FOUNDATION STAGE CURRICULUM (EYFS). This goes from birth and continues up to the end of the Reception class.

**THE EARLY YEARS FOUNDATION STAGE CURRICULUM** is organised into seven areas of learning:-

### **PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT**

- How to share, take turns and look after things
- To be interested and concentrate on activities
- How to put their own coat on/use the toilet
- To develop confidence and become independent
- To know what is 'right' and what is 'wrong'
- To become part of a group and understand other people's needs and views



### **COMMUNICATION AND LANGUAGE**

- To listen to stories and books
- To follow instructions
- To answer questions
- To speak to adults and children
- To make up own stories

### **PHYSICAL DEVELOPMENT**

- Getting exercise and using outdoor equipment
- Learning how to use tools and scissors
- Being able to thread and sew
- Knowing how to stay clean and healthy



### **MATHEMATICAL DEVELOPMENT**

- Learning to count and recognise numbers
- Practically adding and taking away
- Naming and describing shapes
- Being able to sort, match and make patterns
- Learning about size and measuring



## LITERACY

- Children read and understand simple sentences
- They use phonic knowledge to read words
- To write words using the sounds they know
- To understand what they have read and talk about it

## EXPRESSIVE ARTS AND DESIGN

- Art and craft activities- painting, gluing, making models
- Music and dancing
- Imaginative play such as dressing up and shop play



## UNDERSTANDING THE WORLD

- Science activities- finding out about materials-investigations
- Learning about people, places and living things
- Learning how to use the computer

## How the reception class space is organised

At Knowsley Lane, the indoor and outdoor spaces are organised to allow children to move around, to work on the floor and on table tops- individually and in small or larger groups. For much of the time both classes have equal access to both classrooms and outdoors.

For this reason small 'workshop areas', both indoors and out, have been created to allow the children to learn through:-

Role play



Scissor skills



Sand and water



Painting and collage



Box modelling



Reading



Construction building



Small world areas



Maths



Investigating



Den making



Writing



Music and instructions



Number



Playdough



Imaginary play



P.E.



Computers/ICT



For most of the sessions, children have continuous access to the indoor and outdoor 'workshops' but children are guided to specific tasks as well and provided with short bursts of intensive focused teaching.

Equipment is organised and labelled so that children know where to find what they need and can be independent.

All areas of the curriculum are covered by different experiences and activities that reflect the children's interests and build on their knowledge and skills.

Many activities are based around themes which may last for several weeks. Each unit is based on our children's current interests and will be planned around what they say and do. Some work is seasonal such as Winter or Spring but will still be based upon what the children need at the time and will be planned through discussions with them.

## **The Role of the Adult**

The role of the adult is vital in supporting children's learning through planned play and extending and developing children's spontaneous play. They enable children to explore, develop and use their curiosity and imagination to help them make sense of the world. They allow them to practise skills, build up ideas and concepts, think creatively and communicate with others as they investigate and solve problems.

## **Monitoring and Assessment**

All children are assessed continuously, in an informal way, whilst they are in the Reception Class. Staff observe and monitor their skills as they work in the different areas. This enables us to plan our activities to suit each child's needs and to further develop their knowledge, skills and understanding in all the important areas of learning. Observations and assessments are regularly planned to inform our preparations for the 'next step'.

## **Parental Involvement**

In the Autumn and Spring terms there are Parent Teacher Conferences but parents are always welcome to speak to anyone in the Reception Class team; please arrange to come in at any time if you are worried or concerned about something. It is vital that parents and staff work together, as this has such a positive impact on your child's learning and development.

Parents are also welcome to stay and help in Reception - playing games, baking, reading etc. Please let us know if you would like to do this - even for a short time.

## **Reading at Home**

Reading book bags will be given to you in September. We will be encouraging your child to share a book with you at least **3 times** a week; - it is vital that you get into this good habit straight away! All children will also choose a library book every week as well as bringing home a reading book. Please share this with them - a love of books really gets them off to a good start.

## **Homework Activities**

In addition to reading, your child may be given some 'homework', once a week. This 'fun' work activity could be phonic work, cutting and sticking, writing about going to the shops, talking about a walk in the park etc.



## **Snack**

During the session, we provide a daily snack, which is either milk or water with fruit or raw vegetables. We can also provide additional snack at £1.00 per week. We aim to encourage healthy eating and to develop independence, sharing and social skills. The children help themselves to their snack and get their own drink.



## Lunch times

Children can choose to have either a school dinner or a packed lunch. School meals are free to all Reception children. Please look at the menu in the school office and ensure your child is familiar with the types of food they will have at school. **PLEASE encourage your child to independently use a knife and fork - it will really help them when they start.**

## Birthdays

We love to celebrate birthdays and the birthday person will be sung to and made to feel special. Some parents like to bring in a cake for the children to share which is fine, although we do ask that they are shop bought-with a list of ingredients for us to check. **We ask that you don't send in any chocolates with nuts, toffee lollies etc. as some children would not be allowed to have them due to allergies or religious reasons** and we want everyone to be able to celebrate your child's birthday.



## Safety

- We will only allow you or a named person on our list to take your child. If a friend or relative is coming to collect your child instead of you, please phone the school office beforehand.
- Your child can not go home with an older brother or sister; there must be a responsible adult (someone over the age of 16 years).
- Please let staff know if you are going to be late collecting your child. It is quite distressing for young children to still be waiting when the other children have gone.
- Please keep us updated on any changes to emergency contact numbers, and addresses.

## How you can help your child at home

- Make time to talk through what your child has done that day.
- Share books (including the ones we send home from school), songs and games with your child and talk about them together.
- Encourage your child to use pens, pencils, chalk, paints and simple tools such as scissors.
- Talk to your child, introducing new words whenever you can. Children learning English as an additional language need first to develop confidence in their home language.
- Help your child to recognise shapes, colours, numbers and words in familiar places such as food packets, street signs and advertisements.
- Provide opportunities for your child to investigate and ask questions about the world around.
- Write your child's name and help him or her to recognise it. (Only use a capital letter for the first letter of each name- use lower case for the rest of the letters.)
- Introduce the language of counting during activities such as cooking and shopping.
- Provide opportunities for running, climbing, kicking a ball and chasing - a visit to the park is free!
- Let your child enjoy and invent sounds, words, songs, music and rhymes.
- Ensure your child has enough sleep - in bed by 7.30 p.m. at the latest!

## School Uniform

Children attending school must wear the school uniform. It looks smart and encourages the children to feel part of a team. The uniform consists of:



- Blue Knowsley Lane sweatshirt or cardigan (available to purchase from the school office)
- White plain polo shirt
- Grey skirt/trousers
- Blue/white check summer dress
- Black Velcro shoes. No laces!

## PE KIT

- White t-shirt
- Plain black shorts
- Black pull-on pumps

Please send PE kit only in a drawstring bag as space is limited in the cloakrooms.

No jewellery is allowed for safety reasons.

Skirts and trousers with elasticated waists are more suitable, to enable children to dress and undress by themselves more easily.

**PLEASE PUT YOUR CHILD'S NAME IN ALL CLOTHING. We struggle to return items without a name.**

Sew-in/iron-in name tapes are best. Pen is OK but often washes out and needs re-applying.

## Clothing for Outdoor Play

As we give equal value to the play experiences planned for outdoors as those indoors, the children have continuous access to both areas - whatever the weather - throughout the year.

They need suitable outdoor clothes to allow them to do this:-

A coat they can put on themselves fairly easily, or at least have a go.

Hat, mittens/gloves in cold weather, sun hat, suncream when hot, and a pair of wellies (to stay at school if possible).

PLEASE NOTE: - Some of the outdoor work can be quite messy, so coats or jackets need to be practical.



We do have waterproof coats and trousers for the children to wear over their own coats, if necessary.

## Knowsley Lane is an IPC school

### Our Personal Learning Goals



#### Enquiry

Being able to ask questions and then plan and carry out investigations related to those questions, collect evidence from a range of sources and think about the wider issues.



#### Adaptability

To know about a range of views, cultures and traditions and to respect others, to approach new ideas with confidence and to be able to suggest ideas and solutions in a range of situations.



#### Resilience

To be able to stick with a task until it is completed and to learn to try again if unsuccessful the first time round.



#### Morality

To learn about the moral issues associated with different subjects and to respect alternative viewpoints as well as give reasons for their own.



#### Communication

To be able to make their meaning clear using different ways of communicating and a range of tools and technologies to aid their communication. To learn how to communicate in more than 1 language.



#### Thoughtfulness

To be able to use a range of thinking skills in solving problems whilst considering others points of view. To reflect upon what has been learned and its implications on their own lives and the lives of others.



#### Co-operation

To understand that different people have different roles to play in groups and to adopt a different role depending on the activity and the needs of the group. Be able to work alongside and in co-operation with others.



#### Respect

To learn about the varying needs of other people, living things and the environment and to show respect for the world itself.