

Alfred Sutton Primary School



**Happy together
Achieving together**

Parent Handbook

Reception starters



Welcome

Summer Term

Dear Parents and Carers,

Welcome to Alfred Sutton Primary School. This is an exciting time for your family as your child begins their school life with us. We hope that your child will be very happy and successful while they are here. We look forward to welcoming your child into our Foundation Stage classes in September.

At Alfred Sutton we understand that starting school is an important step for children and their parents. We want your child to feel confident, happy and secure when they join us, and this Parent Handbook will help you to gain some practical information about the school and starting in the Reception phase. We hope it will answer any questions, worries or fears you may have.

Yours sincerely,

The Alfred Sutton Reception Team

Getting to know your child



Transition is really important and at Alfred Sutton we have a carefully planned transition programme that aims to help you and your child get to know the school and their teachers prior to their first day.

Transition from nursery to school: communication with nurseries

To aid a smooth transition it is important for Reception staff to know as much as they can about your child before they start in September. This helps build a strong relationship between staff and children. Foundation Stage staff will contact 'feeder' settings to talk about children who will be joining Alfred Sutton. If possible, we visit the settings to meet and observe children, and to talk about their learning. These take place in the summer term before your child starts school.

Welcome meeting

A welcome meeting for all parents and carers will be held during the summer term. This will be an opportunity for staff to share information about starting school. You will meet the reception team, the Headteacher and the other new parents in preparation for this exciting new phase in you and your child's life.



Stay-and-play

In the summer term all children will be invited into school for a stay-and-play session. During this visit they will meet the Reception staff and spend time in the classrooms and garden.

Meet the Teacher

In September, there will be a Meet the Teacher session. This will be in small groups where you and your child will spend time in the reception environment. During this visit staff will complete a 'getting to know' sheet with parents and carers. During this session you will have the chance to ask any questions or discuss any concerns you may have about your child starting school.

Preparing for school: How to help your child to be school-ready

We know the beginning of school can feel scary for you and your child. The most important thing is that your child feels happy and confident about starting in Reception. In readiness for school, please try to encourage your child to:

- Dress and undress independently, especially coats
- Know when it is time to go to the toilet
- Use the toilets independently: to be able to wipe, use the flush and wash their hands
- Feed him/herself and use a knife, fork and spoon independently
- Tidy away toys and books after use
- Take turns when sharing games/activities
- Listen at appropriate times and follow simple instructions
- Speak in sentences
- Recognise their name

Starting school

Your child will be part of a class of up to 30 children will attend on a full-time basis. If you feel your child would benefit from a short, staggered start, please discuss this during the Meet the Teacher session and we can adjust transition to suit his/her needs. If you are unable to attend the Meet the Teacher session and would like to discuss your child's transition to reception, please email the school at as.admissions@alfredsutton.reading.sch.uk

The Reception Phase at Alfred Sutton

We are very proud of our Early Years provision at Alfred Sutton Primary School. We offer high quality learning experiences in conjunction with working with parents, so that children can make the most of their abilities and talents. We offer the children...

A stimulating curriculum based around the children's interests



We recognise that children do their deepest and most meaningful learning through play. The classrooms and garden reflect their interests and draws them into challenging and exciting activities. The curriculum is carefully planned to ensure progression and continuity of skills in seven interconnected areas of learning and development.

Three prime areas reflect the fundamental skills all children need to develop and learn effectively in order to be ready for school:

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

There are also four specific areas through which the prime areas are strengthened:

4. **Literacy**
5. **Mathematics**
6. **Understanding the world**
7. **Expressive arts and design**

All areas of learning and development are implemented through a balance of adult-led and child-initiated activities.

High quality, personalised learning

We recognise that children need different support at different times. This includes providing challenge to those who are more able and supporting those who need a little extra help or a different approach to their learning. The professionals teaching and supporting in Reception make sure that the activities are suited to the children's unique needs.



A safe and secure environment facilitated by caring and committed staff

Children in Reception learn by playing and exploring, being active, and through creative and critical thinking. We offer children a timetable which includes lots of child led play and access to the outdoors. Staff nurture and support child development, build relationships and respond to individual needs.

An environment balancing challenge and consolidation

We encourage children to develop confidence and self-esteem and add challenge to their play, so they are continually increasing their understanding. Throughout the setting, there are numerous opportunities for children to consolidate and embed their learning. We work hard to make sure children develop all the skills they need to be successful throughout primary school and beyond.



Phonics



We teach children to read using the systematic phonics programme Read Write Inc. Phonics. In Foundation Stage and KS1, phonics is taught in ability groups every day. Children's phonic knowledge is carefully assessed every half term and children are re-grouped accordingly. Please visit our website to find out more about the programme.

Maths



At Alfred Sutton we use the White Rose scheme of work to teach Maths. White Rose teaches children mathematical concepts through pictorial, practical and written methods to develop a deep understanding, confidence and competence in Maths and improve fluency. Fluency in Maths is about developing number sense and being able to choose and use the most appropriate method for the task at hand and be able to apply a skill to multiple contexts. It uses the CPA (Concrete, Pictorial, Abstract) approach, which is a highly effective approach to teaching that develops a deep and sustainable understanding of maths in pupils.

Reading books and home learning

Once settled, your child will bring home a reading book and a reading diary. These should be kept in their book bag and brought into school every day. Please support your child to read as much as possible at home and make a note of their experience in their reading diary to confirm your child has read with you – this does not have to be a lengthy message.

Once a week, we will send home pieces of homework that reinforce our learning in school. We will also regularly ask you to record experiences at home on Tapestry. More information will follow about reading and homework once your child has started.

The Reception Environment

At Alfred Sutton primary School the Reception phase is split into three reception classes all named after a flower – Bluebell, Poppy and Sunflower. All three classes have access to the same garden environment.

There will be times throughout the day when your child will work in one of the other classrooms or additional spaces around the school. Children quickly become used to moving around the school for different events.



Staff

Foundation Stage is led by a phase lead, supported by a team of teachers, Early Years Practitioners (EYPs) and teaching assistants (TA). We all work together across the Reception environment to ensure all children receive high quality interactions, provision and experiences.

School day

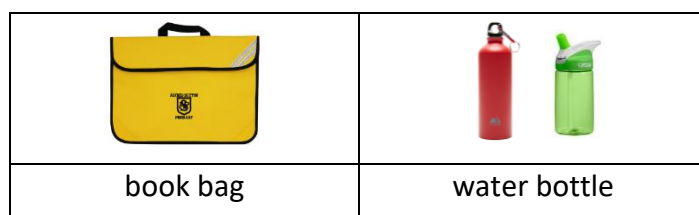
- School gates open at 8:30 am
- Reception doors open at 8:40 am
- Class doors close at 8:50 am and the register is taken. Children arriving after the doors have closed will need to be signed in at the office and will be marked as late
- The morning includes phonics, carpet time, small group adult led activities, child-initiated learning, snack, and a playtime
- Lunch Break starts at 11:50 pm
- Lunch Break finishes at 12:50 pm
- The afternoon includes carpet time, small group adult led activities, child-initiated learning and story
- School ends at 3:10 pm

Please note as the year progresses additional activities will be added to the timetable.

What to bring to school

Please make sure that your child brings the following **named** items to school every day:

- Yellow book bag with reading book and reading diary
- Water bottle
- Lunch box (if applicable)
- Coat – suitable for the weather including a sun hat or winter hat, scarf and gloves if appropriate



Tapestry

In Reception we use Tapestry, a secure online learning journal, to share weekly learning updates, home learning activities, 'WOW' moments, photos and videos of your child's play and learning at school. We welcome comments on our observations, and encourage you to add your own observations, photos or videos of your adventures at home.

Photos or videos are only uploaded to Tapestry with your written permission. You will need to read and complete the appropriate section of our online admission form before we can start to use Tapestry with your child. Staff are available to help if you have any questions about Tapestry or require help with setting up your account.

Photographs

Teaching staff will take photos and video clips of children to show the ways in which they learn and to record experiences they have at school. This material may be used:

- on Tapestry, including recording special occasions (e.g., assemblies, special events and trips)
- for displays with the classroom or around the school
- for use on the school website or newsletter

Occasionally local newspapers are invited to photograph school events e.g., school productions or the new intake of Foundation Stage children; these photos may appear on the school or local newspaper website.

Throughout the year we have professional photographers come into school to take individual portraits and whole class photographs. These photographs will be available to purchase and we cannot guarantee, or be held responsible, if the image is shared online.

You will need to read and complete the appropriate section of our online admission form to give us permission to take and use photos or videos of your child.

Parent–teacher meetings

Parent–teacher meetings take place in the autumn and spring term. In the summer term we offer optional drop-in sessions for you to discuss your child’s end-of-year report.

The meetings are an opportunity to discuss your child’s progress and any concerns that you may have. You can book an appointment for parent–teacher meetings using the Parents’ Evening Booking System, you will receive a letter at the appropriate time detailing this process.

Parent Helpers

We warmly welcome parent helpers in Foundation Stage and value the support they offer. Parent helpers can provide support in the classroom in a variety of ways:

- one-to-one reading
- helping develop imaginative play
- supporting with adult-led activities

We wait until after the October half term before inviting parent helpers in to give children time to settle in school. A DBS (disclosure and barring service) check, arranged through the school, is required for all parent volunteers.

Reception events

Throughout the year we hold special events that parents and carers are invited to attend. You will be given plenty of advance notice of where and when they are being held.

Visits and outings

Visits and outings are an important part of learning in Foundation Stage. We provide opportunities to visit the local area, such as the adjacent field or Palmer Park, or go on whole-day trips to places of interest by coach. All trips are selected based on their link to a topic and each time support the curriculum.

We always inform parents when we are taking children out of school grounds. For whole day trips we send individual letters; for mini-outings close to school, you will need to give consent by completing our online admissions form.

Birthdays

Becoming a year older is important to all children. We always acknowledge children's birthdays and celebrate them at school. You are welcome to bring in a small token for your child to share with their classmates at the end of the day, we suggest stickers, fruit or boxes of raisin. However, we ask that you do not send in sweets or chocolate.

School uniform

We are proud of our uniform and children should take pride in wearing it. Our school colour is yellow and is teamed with grey and white. Children not wearing the correct uniform will be reminded of our expectations, and we may also contact parents. If there is any reason correct uniform cannot be worn, then please contact the headteacher.

School Uniform

- | | |
|--------------------------------|--|
| • Polo shirt/shirt/blouse | Plain white or plain yellow |
| • Jumper/ cardigan/ Sweatshirt | School sweatshirt with logo or plain yellow or plain grey (no hoodies) |
| • Trousers/shorts | Plain grey |
| • Skirt/ Pinafore dress | Plain grey |
| • Summer dress | Yellow check |
| • Tights | Plain grey |
| • Socks | Plain white, grey or black |
| • Leggings | Plain black or white – under dress or skirt |

A hijab may be worn, in school colours.

Items of clothing with the school logo, including an official book bag, can be purchased from Stevensons, www.stevensons.co.uk

			
shirt or blouse	polo shirt	jumper/ cardigan	sweatshirt with logo

			
trousers/ shorts	skirt/ pinafore dress	summer dress	leggings – under dress/ skirt

	
book bag	school fleece

Spare clothes

Spare clothes, including underpants and socks can be left in school in a named bag, they do not need to be brought into school and taken home every day. Accidents do happen, particularly in the first few days and weeks.

Suitable clothing

Our curriculum involves being outside as much as possible, therefore children must come to school wearing suitable clothing to match all weather types. Please ensure your child brings an appropriate coat to school every day. Sunhats are needed during warmer months and hats', scarves and gloves are required when it is colder. Wellington boots can be brought into school and left on your child's peg. Please make sure all items are named.

Footwear

Children should wear sturdy black shoes. Black trainers (without logo, stripes or different coloured laces) may be worn. To encourage independence, we recommend Velcro fastening for all shoes and trainers in Foundation Stage.

PE kit





Children come into school wearing their PE kit on the day of their PE lesson. They will remain in their kit for the whole day, there is no need to bring in a change of clothes. Please ensure they are wearing suitable sports shoes. We will confirm their PE day during the Meet the Teacher session.

Warmer months

- Shorts Plain black
- leggings Plain black
- T-shirt Plain white
- Plimsolls/ trainers Plain black

Colder months

- T-shirt Plain white
- Jogging trousers Plain black
- Sweatshirt Plain black
- Plimsolls/ trainers Plain black

			
PE shorts	PE leggings	PE t-shirt	plimsolls/ trainers

		
PE jogging trousers	PE sweatshirt	PE bag

Jewellery

No jewellery is to be worn to school except one pair of stud earrings, or jewellery of religious significance.

Hair

Long hair should be tied back for PE

Named belongings

All clothes and items that your child brings to school should be named, including:

- book bag – available from Stevensons
- **All** items of school uniform
- Coats, scarves, gloves etc.
- Water bottles
- Lunch boxes

The school day

Access to the school

Parents are strongly encouraged to walk their children to school. You can access the school site via the Wokingham Road or Crescent Road entrances. All gates will be closed at 9.00am. All children should be supervised until they have entered their classroom, the only exception being children in Years 5 and 6 who walk to school alone.

Parking

The car park is for use by staff only. Any parents seen using the car park at any time will be asked to remove their vehicle and park elsewhere, this is to ensure the safety of the children. The only exception to this is before 8.15am and after 4pm when dropping off/collecting from after school club. To ensure the safety of children and adults arriving at or leaving school, parking is not permitted on the zigzag and double red lines outside the main entrance to the school.

You **MUST** turn off your engine when stationary.

Drop-off

The Foundation Stage doors are opened promptly at 8.40am. All children must be in school ready to be registered at 8.50am. Classroom doors are shut at 8:50am. Gates are shut and/or locked at 9:00am.

Late arrival

If the doors are shut on arrival, please take your child to the school office from where you will need to sign them in. They will then go through to their classroom.

Collection

At the end of the school day, 3:10pm, your child must be collected by a known adult from the classroom doors. Please wait back from the door, your child will be sent out to you.

Changes in usual collection

Before your child starts school, you will be asked who normally collects at the end of the day. If for any reason a different adult will be collecting your child, please let the class teacher know who it will be and complete a 'change in the usual collection' form available in the school office and on the Reach More Parents app. Please make sure the person collecting knows your password to make the collection go as smoothly as possible.

Late collection

The office will be informed of any children who have not been collected by 3.20pm and will contact their parents. If you know you are going to be late for collection, please phone the school office who will then inform the class teacher.

Dogs

No dogs are allowed on school grounds at any time.

Food and drink



School lunches

There are two options available to children during lunchtime at Alfred Sutton Primary School.

All children in Reception to the end of Year 2 are entitled to a meal free of charge under the Universal Infant Free School Meals scheme.

Packed lunch

Children can bring a healthy packed lunch from home. Please note we are a **NUT FREE SCHOOL**. We have children in school who have severe nut allergies and touching or eating nut products can provoke a severe allergic reaction. Please ensure NO nut products or foods are brought into school, this includes chocolate spread, peanut butter sandwiches, cereal bars, cakes and sweets.

Reduce, reuse and recycle: Alfred Sutton Primary School Eco Council requests that reusable, washable pots are used where possible to reduce single-use plastics like crisp bags and yoghurt pots. Water is freely available in the halls.

School dinner

The school kitchen can provide a hot and healthy lunchtime meal with a choice of meat (not halal), vegetarian or jacket potato. Lunch bookings must be done by 9pm the night before your child needs lunch. If you are not able to book a school lunch through ParentPay, please provide a packed lunch. Any meals booked will be charged so if you know your child is bringing a packed lunch or is not coming to school due to illness it is important to cancel your child's booking through ParentPay.

The class teacher or a member of the office team will take meal bookings during your child's first few days. You will need to register an account with ParentPay or add your child to an existing account and book online going forward – your child will come home with a registration letter during their first week, a member of the office team will be able to assist you if you require support with this.

Milk and snack

Milk is provided free throughout your child's reception year. Every child in Foundation Stage and Key Stage 1 is offered a piece of fruit or vegetable daily.

Water bottle

Every child should bring a clearly named water bottle into school every day. **This must only contain water, no fruit juice or squash.** Children have access to this throughout the school day.

Life at school

The school office

The school office team will be able to help with everyday issues and answer most of your questions. See them if you need to:

- deposit medication to be administered during the school day
- make lunch orders through Parent Pay
- make appointments to see staff or Mr Howell.

Keeping Parents Up to Date



To ensure you are kept up to date with events and activities at the school, parents need to download the Reach More Parents by WEDUC app. Important

communications, such as letters and event reminders will come to you directly through the app. You will receive an email with your enrolment code during your child's first week with us – please prioritise downloading the app, the office team can support you with this if necessary.

Letters home

From time to time, you will receive letters home, for example about school trips, staff changes etc. Generally, letters are sent home via the Reach More Parents app. However, letters for school trips, where we need consent forms returned, are usually sent in paper form through your child's class teacher.

When your child is ill – Absence Reporting

You will be able to report your child's absence from school through WEDUC. You can also email admin@alfredsutton.reading.sch.uk or contact the school office on 0118 937 5411 and report the absence on option 1 (please note our phone lines are very busy in the morning).

Medical, Dietary and First Aid

Miss Kirton is our Medical Administrator and takes the lead with managing medical and dietary conditions and is the school's main First Aider. If your child has an ongoing medical condition or special dietary needs, please book an appointment with Miss Kirton so that we can better understand your child's condition and how the school can support with this.

If your child requires medication while at school, we are happy to facilitate this for you. Under no circumstance can medication be given without parents first completing a consent form, available in the school office or on WEDUC. All medication must be handed into the school office by an adult.

Attendance and Holiday in Term Time

In line with guidance from the Department for Education, attendance at Alfred Sutton is monitored and recorded by the Education Welfare Officer. The school aims to work in partnership with families and if attendance is a concern, there may be occasions when the Education Welfare Officer feels it is appropriate to invite parents/carers into school or arrange a home visit to offer support and resolve any difficulties impacting attendance. In addition, the school's Family Support Officer is available to offer practical and emotional support to families during difficult times that may impact a child's attendance.

Research has shown that achievement is directly linked to attendance. Students with a high level of attendance invariably perform better in class and in examinations.

At Alfred Sutton, school starts at 8.50am prompt. Any children arriving after this time must sign in at the School Office. School finishes at 3.10pm and children must be collected promptly at the end of the day.

We understand that children are unwell at times and on these occasions, we do not encourage children to attend school. In these cases, please note the following:

- If your child is too ill to attend school our preferred method of being informed of this is notification on the Reach More Parents app, or email admin@alfredsutton.reading.sch.uk, clearly stating why your child is not in school.

- For cases of sickness and diarrhoea we ask that children are kept home for a minimum of 24 hours after the last bout. Occasionally we might increase this period to 48 hours if we are advised to do so by the Local Authority during a period of severe tummy upsets. If this is the case, we will inform parents.
- School staff can administer pain relief and antibiotics if parents complete a request to medicate form, available in the school reception and bring in the relevant medicine.
- Wherever possible routine eye tests and dental appointments should be arranged out of school hours.

We ask that you consider carefully before requesting leave of absence for your child during term time, and that you submit the request in writing (via the form available in reception) before making any holiday or flight bookings. The Local Authority might issue you with a Fixed Penalty Notice fine should you be absent for a period of unauthorised absence and these fines are payable per parent, per child.

Should you have any queries or concerns about your child's attendance please discuss these with the Family Support Officer by emailing familysupport@alfredsutton.reading.sch.uk

Wrap around Childcare and Extra-Curricular Clubs



We are committed to supporting our community by providing wrap around care. Our wrap around care takes place in the hall both before and after school and the children are provided with breakfast in the morning and snacks after school if required. You can find out more about

Happy Times Afterschool Club on their website <https://www.happytimesafterschoolclub.co.uk/>

There are also a range of extra-curricular activities available for children in Years 1 – 6 each term. This list is emailed to parents with details of how to book in advance of clubs starting.

Alfred Sutton Primary School Parent Teacher Association (PTA)

We are very fortunate to have an active and inclusive PTA, currently chaired by Gail Jones, a mum of two pupils in the school. The PTA meet regularly to discuss fundraising events and are always looking to welcome new members. Meetings are advertised via the Reach More Parents app. The school is incredibly grateful for the work the PTA do, to raise funds to ensure our children have access to enriching activities.

Website

For comprehensive information about all aspects of the school, from school policies and the curriculum please visit the school website at <https://alfredsuttonprimary.co.uk/> Have a look around and familiarise yourself with its navigation.