



# **New to Reception**

## **A Handbook for Parents**

*Learning | Character | Community*

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## Contents

A Welcome from the Headteacher .....	2
Our Classes in Reception.....	2
Important Adults in Reception.....	2
Promoting Positive Behaviour.....	3
The School Day .....	3
Wraparound Care   Breakfast and After School Club .....	4
School Meals, Milk and Fruit.....	4
School Uniform.....	4
Attendance.....	5
School Travel .....	5
Equipment.....	5
Communication .....	6
Pinner Park Parent Teacher Association (PPPTA) .....	6
School Visits and Activities.....	6
The Use of Photographs.....	7
E-Safety – The Use of email and the Internet .....	7
What to do if I need more support or if things go wrong .....	7
The Curriculum in Reception.....	8
How Can I help my child prepare for school? .....	9
Our Induction Plan.....	10
Children with Additional Needs .....	11
And Finally.....	11

## A Welcome from the Headteacher

Welcome, or welcome back, to Pinner Park Primary School. We are really looking forward to your child starting in Reception. This is such an exciting time for you and your child – and for us!

This information is intended to help you and your child settle easily into the school. We aim to work closely with our families to enable each child to be the very best young person that they can be; developing intellectually, physically, emotionally and socially.

I hope you will find this booklet informative and we look forward to welcoming your child.

If you need any further information, please do not hesitate to contact us through the school office.

Best wishes,



**Nick Waldron**  
Headteacher

## Our Classes in Reception



**Birch**



**Chestnut**



**Oak**



**Willow**

In each year group we have four classes – Birch, Chestnut, Oak and Willow. Each class has a class teacher (or more than one member of staff as a 'job-share') and we also have a team of teaching assistants who work alongside teachers.

We will use the information on your admission form to organise our class groupings and inform you of these later in the term.

## Important Adults in Reception

The allocation of class teachers and teaching assistants will be made later this term. Other key adults are:

Mr Waldron	Headteacher
Mrs Edwards	Deputy Headteacher
Mrs Ohene	Assistant Headteacher and EYFS Phase Leader
Miss Brazell	Year Group Leader
Mrs Doherty	Assistant Headteacher and SENDCo

## Promoting Positive Behaviour

Right from the start, the children are encouraged to have a sense of belonging and respect for the school and community. Our behaviour code will help all those involved in school life to work together for the benefit of all.

We believe that it is important that every member of the school community feels valued and respected, and that each person is treated fairly. We are a caring community, built on four key words (Ready, Respectful, Safe and Kind), and these are reflected in the way that we promote good behaviour through the school. We want an environment where everyone feels happy, safe and secure. The school expects every member of the school community to behave in a considerate way towards others.



These four key words are displayed throughout the school and we spend time talking to the children about each aspect. They are also reflected on through our curriculum and through our regular assembly themes. The school rewards good behaviour, because we believe that this will develop an ethos of kindness and co-operation. All our efforts are to promote good behaviour, rather than focus on poor behaviour.

We will not tolerate bullying of any kind and we have a separate Anti-Bullying Policy. The behaviour policy and the anti-bullying policy can be found on the school web site.

We also teach the children about their rights, and the rights of others using The United Nations Convention on the Rights of the Child. Being a 'Rights Respecting' school is an important feature of our work.

## The School Day

After the induction period (information later in this booklet) children can be dropped off at school at any time between 8:45am and 8.55am. Children will go directly to their classes. At the end of the school day, children should be collected at 3.15pm.

Reception children must be collected from school by an adult who is listed on your admission form. If another adult is collecting your child from school, please let the school know in advance.

## Wraparound Care | Breakfast and After School Club

Our wraparound care is managed and led by the school itself. All bookings and payments should be made using the School Gateway app. We will give you details of how to download and use the app in due course.

Our breakfast club opens at 7.45am and costs £5 per session (including breakfast). The after-school club closes at 5.45pm and costs £11 per session (including snack).

Reception children will be able to access our wraparound care from Monday 18 September (when the children start full time).

## School Meals, Milk and Fruit

Our school meals, cooked on-site, are a delicious and healthy option for all children.

We would encourage all our children to try our hot meals once they are available – why not try the meals for a month and enjoy the full range of the menu? All children in Reception are entitled to a **free** school meal, which must be ordered through the School Gateway app. Bespoke menus can be provided for children with allergies and other medical needs. See the school's web site for details.

We aim to be a **nut free** school. Please do not include any nuts or nut-containing products in snacks or lunchboxes.

During the morning break, children are able to have a piece of fruit or vegetable which is provided by the school.

As part of a government initiative to ensure that all children in the UK receive the nutrients that milk provides, all children under the age of 5 are entitled to one, free 189ml portion of milk per day at school. This cost is funded by the UK government. To register your child to receive free milk you will need to create a parent account at 'Cool Milk'. Just visit [www.coolmilk.com/register](http://www.coolmilk.com/register). When your child turns 5 you will have the option to pay for your child to continue to have milk each day.

Your child should bring a named, clear water bottle, with a non-spill cap, which they can use throughout the day.

## School Uniform

It is expected that children will wear school uniform according to our specification. We will share further details of our full uniform policy at our online welcome meeting. You can also find this information on our school website.

Please mark all clothes very clearly with your child's name. You can purchase stick-on name labels from [Label Planet](http://Label Planet).

## Attendance

We expect every child to be punctual, and to attend school **every day**. If your child is unable to attend school, please let us know by 9:30am on the day of the absence. The best method for letting us know is to send a message through the School Gateway app. If you arrive late, please escort your child to the main entrance where they will be signed in and taken to their classroom.

The School **will not** authorise holiday or any absence for foreign travel during term time as this disrupts children's learning and has an adverse effect on their progress. A 'Leave of Absence' will only be granted under exceptional circumstances and must be applied for prior to the leave. This can be done by completing an online form, available on our website.

All children are expected to maintain an attendance rate of at least 96%. As a school we aim to be above average and, therefore, the vast majority of children will have an attendance between 96% and 100%. Our full Attendance Policy is available to download from the school website.

## School Travel

Children's safety is our first priority. We would encourage all our pupils to find a safe walking, cycling or scooter route to school. Active travel reduces congestion around the school and improves safety for all.

If you do need to drive to school, please consider finding a safe place to park and then complete your journey to school on foot. Please do not park on the yellow zig-zag lines during the restricted times. We have regular traffic patrols to ensure that these are kept free.

We encourage a voluntary one-way system along Melbourne Avenue and kindly request drivers not to perform U-turns along Melbourne Avenue in the busy time before and after school. Please enter Melbourne Avenue via Headstone Lane and continue in the same direction when leaving (driving along Greystoke Avenue and onto George V Avenue).

## Equipment

To be **ready** to learn each day, your child will need to bring:

- A named water bottle (clear plastic with a non-spill lid)
- A book bag (we will provide your child with a reading book and reading diary)
- Uniform according to our list
- Wellies and waterproof jacket or coat

## Communication

We like to keep you informed about what is happening in school and we would hope that you will keep us informed of any circumstances that might assist us. For example: a change in family circumstances, illness or bereavement. Staff are always available at the end of the school day to discuss any concerns you may have – if they are busy with the class, you can pop into the school office and make an appointment or speak to one of the school leadership team who will be around the playgrounds.

Please inform the school office team as soon as possible if any of your contact details change so that we can keep in touch with you.

We use the School Gateway app as our principal tool for communicating with parents. We share our newsletter through the app each week. The weekly newsletter is an important document – it's where we try and put all our news and information. We will give you log in details for School Gateway when your child starts with us.

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**@PinnerParkSch**



## Pinner Park Parent Teacher Association (PPPTA)

We have a very active association of parents, governors, staff and friends of the school which exists to support the school's work. The Pinner Park Parent Teacher Association (PPPTA), led by a committee, organises community events, raises additional funds for the school and provides support in very practical ways.

Each class will have a PPPTA Rep who will share information about the work of the PPPTA and encourage you to join in where possible.

The PTA use the 'Classlist' app to keep in touch with parents. It is also a really good way of keeping in touch with other parents (it works a little like WhatsApp or Facebook but is just for our school and allows you to manage your own notifications and settings).

## School Visits and Activities

We value the learning that can take place outside of the classroom when children make visits out of school and by having special visitors into school. Over the coming years, your child will have many opportunities to participate in these types of activities.

We will ask you for your general consent for these types of activities but we will also inform you before each event.

## The Use of Photographs

We use photographs in school for a number of different purposes:

- To record and assess children's progress in their learning
- To celebrate achievements
- For publication in school documents and the local press
- For publication on the school website (subject to compliance with the school's website policy)

As part of our admission form we ask you give us your consent to photograph your child for these purposes. This saves us having to ask you each time we want to publish a photograph. The list of consents is rather long – this is so that we comply with data protection and GDPR guidelines. We encourage you to **tick every box** so that we can include your child when we're sharing positive stories about the school!

## E-Safety – The Use of email and the Internet

We want to make good use of ICT in school across the full range of the curriculum. Increasingly we make use of the internet. We use an IT Support Company and an Internet provider which specialises in providing services to school and local authorities. This provides a very effective barrier to prevent children accessing inappropriate materials, unregulated chat, un-educational games and e-mail accounts.

We are an e-safety school and promote on-line safety throughout the curriculum.

## What to do if I need more support or if things go wrong

We want to do our very best to educate and care for your children properly, but part of our commitment is to always work to improve standards. If you need further support, if you think that we have not met our best standards, or if your child has a problem at school, we want you to tell us so that together we can put it right.

Please contact your child's own teacher in the first instance. It is usually better to see them at the end of the day than at the beginning.

If you wish to discuss the matter further, then please contact the school office team to make an appointment to meet with your child's class teacher. If you need further support, our leadership team (year leader or phase leader) will help.

We will agree with you a course of action and aim to resolve your concern to your complete satisfaction as quickly as possible.



## The Curriculum in Reception

The Reception year is a really exciting part of your child's learning journey. You will see tremendous progress in your child's learning.

This year your child will continue to learn by doing things for themselves, by exploring and investigating, watching and listening, talking and discussing, creating and communicating.

In the Reception year children will do a lot of their learning through play. Play is children's work and playing hard is very tiring! Your child may be really exhausted and perhaps a bit grumpy when they come home! If they don't want to talk about their day straight away, don't worry, they will gradually let you into their new world as time goes by. Play can also be very messy as your child will be learning both inside the classroom with sand, water, paint, but also in the outdoors with mud, leaves etc. so you can expect some mucky clothes at the end of the day! Please remember to send your child in to school with waterproofs and wellies. **Remember that mucky clothes are evidence of learning – the mud washes away but the memories stay!**

All children in Reception follow a curriculum called the Early Years Foundation Stage (EYFS) and this is broken down into 3 prime aspects and 4 specific areas of learning.

Our curriculum is based on the Early Years Foundation Stage. The EYFS operates across schools, nurseries and a wide range of other pre-school settings. This is great news for your child as he or she settles into school because the style of learning and the curriculum content will be very similar to any pre-school setting they have been part of.

The EYFS takes into account the 'Characteristics of Effective Learning' as well as the Prime and Specific Areas of Learning and Development.

### Characteristics of Effective Learning

These are the ways in which a child engages with other people and their environment – playing and exploring, active learning and creating and thinking critically. These areas underpin all development across all areas and support the child to remain an effective and motivated learner.

### Three Prime Areas of Learning and Development

#### Personal and Social and Emotional Development

Children learn how to work, play and co-operate with other and how to function in a group outside of the family.

#### Physical Development

Children develop physical control, mobility, dexterity and awareness of space both indoors and outdoors as well as health and self-care.

#### Communication and Language

Children develop competence in speaking, listening, attention and understanding.

## Four Specific Areas of Learning and Development

### Literacy

Children learn how to read and write.

### Mathematics

This area provides the foundation for mathematical development, focusing on numbers and shape, space and measures.

### Understanding the World

Children develop an understanding of their environment, other people and features of the natural and man-made world around them including ICT.

### Expressive Arts and Design

This area includes development of children's imagination and their ability to communicate through role play, music and art.

## How Can I help my child prepare for school?

Helping your child to be ready for school is really important. It will give them the very best start.

- Give your child opportunities to meet and play with other children.
- Encourage your child to become more independent in dressing; doing up and undoing zips and buttons, fastening laces, putting on and taking off their coat. This will mean allowing them time to practise.
- Encourage your child to use the toilet and wash their hands independently – teach them to wash their hands with soap and water for 20 seconds.
- Share stories and books daily, recite rhymes and play games that involve taking turns.
- Talk about and share as many experiences of everyday life as possible, at home and in your local area eg: shopping, cooking, using a computer, counting objects etc.
- Let your child spend time with other adults and children so they are used to leaving you.
- Ensure that your child gets enough sleep. A 7.00 pm bedtime is ideal for Reception aged children.

## Our Induction Plan

Our induction plan is designed to help you and your child settle into school life as quickly as possible. The outline plan is below. In due course, we will let you know which classes, groups and sessions your child is in.

### Online welcome meeting for parents

We are holding an online meeting for parents. In the meeting we will give you information about the school and about life in the Reception classes. The meeting will be on Monday 26 June at 6pm. The meeting will be held through Microsoft Teams.

The link to the meeting is: <https://tinyurl.com/PPPSReception2023>

### 'Stay and Play' Sessions

You will be invited on either Tuesday 4 July or Thursday 6 July, 4.30pm – 5.30pm, to join a 'stay and play' session. This is an informal opportunity for your child, accompanied by one parent, to meet some of the classroom staff and school leaders, explore the classroom and outdoor environment, and meet some new friends. We will also be on hand to answer your questions. In order to make this a worthwhile experience for the children, we ask that they are accompanied by **just one parent** (who should remain with them throughout the session). We are sorry that we are not able to accommodate any siblings at these sessions. Children do not need to be in for the entire session, so please feel free to arrive and leave at any time within the one hour session. Your session has been allocated and you will find this in your welcome email.

### Meet the Teacher Sessions

On Wednesday 6 September or Thursday 7 September you and your child will have the opportunity to come into school for a 15 minute meeting with one of your child's class teachers. This will take place in the classroom. You will be able to have chat, see the classroom, talk about your child, and have any questions answered.

### Staggered start

Pinner Park, as most schools, operates a staggered start in Reception to allow all children to become familiar with their new school, and to allow staff to get to know the children. The arrangements are as follows:

Wednesday 6 September and Thursday 7 September	School closed to Reception pupils – 'Meet the Teacher' visits will be scheduled for these days.
Friday 8 September, Monday 11 September and Tuesday 12 September	Children, in half-class groups, will attend either morning or afternoon session. Group A for a morning session (9.30 – 11.00am) and Group B for an afternoon session (1.30pm – 3.00pm)
Wednesday 13 September	All children in, morning only (09.00am – 11.45am).
Thursday 14 and Friday 15 September	All children in, morning only and stay for lunch (09.00am – 1.30pm). Hot school lunches will be served from that day.
From Monday 18 September	All children in full time (Drop off between 8.45am and 8.55am. Collection at 3.15pm).

## Children with Additional Needs

All children can have additional needs at times. These could be to do with their development, learning, communication, behaviour, or emotional wellbeing. Sometimes, additional needs may be special educational needs or disabilities (SEND).

Additional needs can be short term or long term so some children may need additional help for a short period of time while others may need it for longer.

Whatever the concerns may be, it is important to discuss them with people working with your child. In school, you can discuss your child's needs with his or her class teacher. Mrs Doherty (Assistant Headteacher and SENDCo) may also speak with you – she provides expertise and support, but also co-ordinates our support for children with additional needs across the school.

It's also important that we work together with other professionals too - these could include a Health Visitor, GP, Social Worker, Speech and Language Therapist, Family Support Worker or anyone else involved with your child.

Our aim is always to work closely together with parents, in partnership, to ensure your child has the very best start to school life. We are able to make adaptations to support your child's needs. For some children, for example, this may include an adapted induction plan – building up to full time schooling more slowly.

If you want to discuss your child's additional needs, please do contact us.

## And Finally

At the heart of our work is the belief that parents are partners in their children's education. We hope that this short guide has been useful in explaining some of our procedures, the way that your children will be taught and how you can help at home.

Please do ask if you have any further questions on these issues.

We are very much looking forward to your child starting school with us in September and we hope he or she has many happy years at Pinner Park Primary School.

**KEEP UP TO DATE ON OUR WEBSITE**  
<http://pinnerpark.harrow.sch.uk>



**Please complete your child's online admission as soon as possible.  
This information really helps us to prepare for your child's start at school!**