



Alexandra

**RECEPTION
September 2021
Welcome Handbook**

**Alexandra Primary School
Alexandra Road
Kingston upon Thames
Surrey KT2 6SE**

**Tel: 020 8546 7176
www.alexandra.kingston.sch.uk
Email: alexandrasch@axi.rbksch.org**

Head teacher: Robert Waiting

WELCOME

Welcome to Alexandra Primary School.

We look forward to getting to know parents, carers and children new to our school, and to continuing our relationship with parents, carers and children who will come from Alexandra Nursery.

We want to provide the very best education for your children. In order to achieve this, we work closely, in partnership with parents and carers for the benefit of all our children.

School is a very exciting place and we hope very much that you enjoy your time at Alexandra Primary School. We hope this handbook answers all your questions and explains how you can best help your child settle into their new school.

Our Reception teachers and classes are:

Hoglets

**Julia Myring
Anna Matys**

**Class teacher
Learning assistant**

Owlets

**Sara Merridan
Clare Teh
Hayley Kent**

**Class teacher (Monday –Thursday)
Class teacher (Friday)
Learning assistant**

SCHOOL LIFE

Settling in

In September we have staggered entries into school. This is to enable both the child and the teacher to get to know each other, and to allow the class teachers to give each new child the right amount of attention.

Some children find it difficult to be separated from their parents on the first day. We make sure that there are a lot of adults available to help settle all children.

Delivering and collecting your child from school

School starts at 9.00am and the classroom doors are opened at 8.50am.

We encourage “good-byes” at the door because otherwise classrooms and corridors will become very congested. We expect all children to arrive on time, however, if you are late please come in through the office and sign your child in.

School finishes at 3.25pm. Please make sure you are always on time to collect your child as some children find it very distressing to be kept waiting. Remember to wait at the front of the school until the gates are opened and the teacher is ready to dismiss the children.

Please make sure you are not on your mobile phone when you drop off or collect your child.

Leave the school grounds promptly through the gates at the front or back of the school. We ask you not to linger, as the school playgrounds are used by the after school club and need to be secured by 3:35pm.

Please let the teacher and your child know if someone different is collecting your child. If you would like to give school blanket permission to allow your child to be collected by another trusted adult; e.g. a childminder, grandparents or close friends, please complete a “nominated adult” form.

Collecting children during the school day

Please make every effort to ensure that appointments are made out of school hours. However, if this is unavoidable, it is important that we have prior warning. Where possible, please show a copy of the letter or text message confirming the appointment to the office. Children should be collected from and returned to the school office where you can sign your child in and out.

Speaking to the class teacher

We always believe in an open door policy. If you have any concerns or worries, please don't hesitate to arrange to see the class teacher at the end of the day. Quick important messages can also be relayed to the teacher in the morning. Alternatively, you can speak to the Head or Deputy Head teacher by asking at the school office.

Home / school partnership

Each week the class teacher will post a letter on our website to let you know what your child will be learning the following week. There is also information about what your child has been learning on a board outside their classroom at the end of each day.

At the end of each half-term parents/carers are invited to school at the end of the day to share their children's Learning Journey (diary of their progress) with them.

During the autumn and spring term you will be invited to a meeting to look at progress made and share your thoughts.

In the summer term teachers prepare a Record of Achievement (report) for each child. If you would like to discuss the report you can make an appointment with the class teacher.

Contact details

Should a child be taken ill at school we may need to contact you during the day therefore please make sure you notify the school with any changes to your contact details.

Playtimes

There is a playtime in the morning, at lunchtime and during the afternoon. The reception children will play at a different time to the other years during the morning and afternoon so that they can explore and become used to the playground. There is always a minimum of three adults on duty. On wet or very cold days the children play in their classrooms.

Fruit and water

Children are provided with a piece of fruit or vegetable to eat in the morning, and a cup of milk in the afternoon. Please send in a bottle of water, clearly named, every day for your child to drink.

Lunchtimes

Children who stay all day can either bring a healthy pack lunch to school with them or order hot school meals. You can combine packed lunches and hot meals. Please remember to **check the menus carefully** if your child has a special dietary requirement.

The children are encouraged to eat as much as they can but are never forced. Please ensure that there are **NO SWEETS, NO NUTS and ONLY WATER** in your child's packed lunch. After lunch the children go out into the playground.

Toilet

All the children are shown where the toilets are and are allowed to go whenever they need to but they must ask first. It is very important that we know where they are at all times. Please encourage your child to use the toilet independently and reinforce the importance of washing hands after visiting the toilet.

Accidents and emergencies

We have trained first aiders in school. If a child is hurt in any way, a first aider will look at the child and first aid is applied. If we consider an injury to be of a more serious nature, we will telephone you immediately. If we feel that it is necessary for your child to receive attention at hospital and we cannot contact you, we will take them there immediately or call an ambulance.

Health Concerns

School Nurses carry out regular screenings (e.g. sight, weight and height). If you have any queries or concerns about your child's sight or hearing please contact the school office, your child's teacher or the KU19 service on 020 8549 6323 as this may affect your child's learning.

Parental Help

In our experience it is best to let the children settle into school before coming in to help. However, we feel that parents/carers make an invaluable contribution to school life. If you can offer some time – even half an hour – please speak to your child's teacher (if you help on a regular basis, you will need to be police checked – please request information on DBS checks from the school office).

THE MAIN POINTS FOR YOU TO REMEMBER:

ATTENDANCE

We expect your child to attend school every day.

It is a parent's legal responsibility to make sure your child gets a full time education when they reach compulsory school age. There may be an exceptional reason why your child has to miss school. If your child needs time off, you must ask the school's permission as far in advance as possible by completing a term time absence form available from the school office.

BEHAVIOUR

Please discuss good behaviour with your child and explain to what is expected at school; please refer to the Home /School Partnership Agreement.

Always encourage children to say please and thank you and to listen carefully at all times. Talk about sharing and respecting others and the importance of taking turns.

At Alexandra we have 7 important rules to ensure that everyone is safe, happy and learning.

Our "Magnificent 7" are:

- Be calm in school.
- Respect everyone and their property
- Listen to others
- Kind hands, feet and words.
- Work hard
- Tell the truth
- Follow instructions from a school adult straight away

BIRTHDAYS

Please do not bring in any sweets or cakes to school to celebrate your child's birthday. If you would like to celebrate it with the class, we suggest you donate a book to your child's class - you could ask the teacher for a suggestion.

CHANGE IN CIRCUMSTANCES

It is important that staff is aware of any events or changes in circumstances that might affect a child's well-being or progress (e.g. the separation of parents, birth of a sibling, bereavement). Parents/carers are welcome to discuss problems/changes at home with the class teacher.

HEALTH

Please notify the school office by Parentmail or telephone if your child is absent due to illness and let us know if your child has any communicable disease.

IMPORTANT: After a bout of vomiting or diarrhoea, there MUST be a clear period of 48 hours at home, following a return to normal diet, before the child returns to school.

LATENESS

Children arriving later than 9am for whatever reason must be taken to the school office so that you can sign your children in. Teaching and learning begins in our classrooms as soon as the children arrive at 9am. If your child arrives late they are at a disadvantage. In our Reception classes, the children begin the day at 9am with a phonics lesson. Please make sure you leave plenty of time for your morning journey to school to ensure you arrive on time for this important part of the day.

Should parents/carers be unexpectedly late collecting their children, please inform the school office.

LOST PROPERTY

The lost property box can be found outside the main entrance. Please make sure that all items of clothing and possessions are clearly marked with your child's name. The lost property box is emptied at the end of each term.

MEDICAL CONDITIONS

It is imperative that school is informed of any medical conditions affecting your child such as asthma, allergies etc. Photographs of all children with allergies are held in the classrooms, school office and lunchtime supervisors' cupboard. Prescribed medication i.e. inhalers, epipens etc. are kept in the school office.

MEDICINES

Only medicines **prescribed by a doctor with a named label and clear instructions** can be administered by school staff. A form must be completed and handed into the school office along with the medication.

SCHOOL UNIFORM

Items can be purchased from most children's outfitters and chain stores except the logo'd sweatshirts, t-shirts, PE bags and book bags which are only available from PMG Schoolwear.

Uniform A	Grey trousers or shorts Yellow (school logo or plain) polo top School logo sweatshirt/cardigan or navy jumper/cardigan Grey socks Dark colour shoes
Uniform B	Navy skirt or pinafore Yellow (school logo or plain) polo top School logo sweatshirt/cardigan or navy jumper/cardigan Blue and white check summer dress Plain navy blue tights or plain white socks Navy hair accessories only - no large Mary Jane Bows Dark colour shoes
Footwear	Black school shoes are required. Footwear with Velcro fastenings (not laces) are helpful for encouraging independence. Children are permitted to wear trainers on days that they have PE.
Jewellery	No jewellery should be worn to school. If your child has pierced ears a small plain stud should be worn.

We encourage children in Reception to come to school wearing their PE kits on PE days

Children in Reception are very welcome to wear track suit bottoms even on non PE days. This helps with their independence. Buttons can be tricky!

TIMETABLE

Children may enter their classrooms at any time between 8.50 and 9am. We are unable to accept responsibility for the children before this time and ask parents/carers to supervise their children at all times.

School finishes at 3.25pm. At the end of the day, parents/carers are asked to wait either outside the school gate, or away from the classroom windows, so that the final lessons of the day are not disturbed.

TOYS ETC. FROM HOME

Children will sometimes be asked to bring items to school for special projects or collections; as a general rule, however, we ask that toys should not be brought to school. Please do not bring anything of value or of a sentimental nature to school as it can cause distress if these items are lost or damaged.

HOW CAN I HELP PREPARE MY CHILD FOR SCHOOL?

We aim to make the children as independent as possible in all activities. We welcome parental help to achieve this aim, so please encourage them to:

- look after their own belongings
- follow simple instruction
- dress and undress by themselves
- cope with their shoes (i.e. Velcro fastenings)
- manage the toilet independently – establish the habit of flushing and washing hands each time.

COMMUNICATION AND LANGUAGE

Speaking and Listening – The home environment is the best place to develop language skills. Talking and listening to children is essential for good language development. Help them to speak clearly and enrich their language:

- read, recite or sing stories, rhymes, poems and songs
- comment on the world around
- share their favourite programmes with them and talk about them later
- ask questions and answer their questions – help them to become inquisitive about the world around them.

Reading

Print is everywhere! – Here are a few suggestions to help your child develop early reading skills:

- be a good reading role model.
- help your child to understand books – discuss the cover, point out the name of the author and the illustrator – which way is the right way up? – where does the story start/begin? – how do we turn the pages over?
- share story books without words to enable your child to tell the story in his or her own words
- think about the letter sounds (not names) – a group of letters make a word
- talk about the story you are reading – what has happened so far? – why did he do that? – what do you think will happen next? – discuss the characters
- make home-made books about a particular interest or using family photos etc.
- visit the local library – it is a wonderful place for both you and your child
- help them to recognise their own name (not in capitals)
- point out print in the environment – street names, packaging, posters, shop names etc.
- encourage left to right sequencing.

Handwriting

In order to have good pencil control young children need to develop their muscles and fine motor skills.

These skills can be developed by:

- showing your child, the correct way to hold a pencil
- let your child use a variety of pens, pencils, crayons etc.
- encourage your child to write their name with a capital letter at the beginning and the rest in lower case. e.g. Alex
- drawing shapes in sand
- exploring shapes through free drawing and painting
- modelling with clay, plasticine or play dough
- using scissors
- visiting the playground and park to strengthen muscles - an essential to develop the motor control needed for writing.

If your child does not seem interested in any of these activities, don't worry! They will have plenty of opportunities to master these things in school. Problems may occur if children are urged to write too soon.

UNDERSTANDING THE WORLD

Children are by nature curious. Encourage and extend this by helping them to observe the world around them. Look at leaves, other plants and trees, encourage them to look at and describe colour. Let them use a magnifying glass. You could follow up things they have observed by looking at information books or visiting a museum.

NUMERACY

Numeracy is a part of many aspects of life. You can help develop your child's early mathematical skills during many routine daily activities.

- ask your child to help lay the table – they will have to collect enough cutlery and crockery for each diner
- allow your child to help you cook – this will involve looking at recipes and weighing
- make sandwiches and cut them into squares, rectangles and triangles
- compare things whilst out shopping – the longer spaghetti, the wider foil, the heavier pack of cheese etc. These comparisons can also continue at home.
- chant number rhymes and songs.
- help with counting, number recognition and turn taking by playing board games.
- sort everyday objects such as toys and the washing!

Term dates for academic year 2021 to 2022

Autumn term 2021

- * Thursday 2 September to Friday 22 October **3:25pm finish**
- Tuesday 2 November to Friday 17 December **1.30pm finish**

Spring term 2022

- * Wednesday 5 January 2022 to Friday 11 February 2022 **3:25pm finish**
- Tuesday 22 February 2022 to Friday 1 April 2022 **1.30pm finish**

Summer term 2022

- Tuesday 19 April 2022 to **Friday 27 May 2022 **3:25pm finish**
- Tuesday 7 June 2022 to Friday 22 July 2022 **1.30pm finish**

*Reception and Nursery 2021 start dates differ – parents will be informed

**School is closed on Bank Holiday Monday 2nd May 2022

The dates above take into account 5 school closure dates for Staff Training (INSET days):

Wednesday 1st September 2021

Monday 1st November 2021

Tuesday 4th January 2022

Monday 21st February 2022

Monday 6th June 2022