

# ST MICHAEL'S PRIMARY SCHOOL

2022

## Welcome Information – Reception Children

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### Our core purpose: Excited to learn with confidence together in God's hands

At St Michael's, we are all guided by our Christian values to inspire one another; encouraging confident, committed and caring children to flourish through life's journey.

### Staffing

Your child will be in a year group of 60 children. The two class teachers are Mrs Askew and Mrs Player (Class RAP) and Miss O'Connor (Class RO).

### Staggered entry

To help your child settle into school successfully we follow a staggered entry programme. This has been designed to make your child's early school experiences happy and successful. A letter will follow shortly outlining further details.

### Before and after school arrangements

Please drop off and collect your child from the Foundation Stage Playground.

Parents are encouraged to say goodbye to their children at the reception class door, allowing them to quickly settle into their daytime routine.

The class teacher will only release your child at the end of the session/day if you their parent/guardian is there to collect them. Please introduce us to anyone who is going to collect your child on a regular basis and inform us if there is a change in routine.

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**Reception Team****Mrs Askew**Reception Class  
Teacher**Miss O'Connor**Reception Class  
Teacher**Mrs Bettany**

Teaching Assistant

**Mrs Cowley**

Teaching Assistant

**Mrs Webster**Deputy Head and  
Foundation Stage Lead

*No nuts or products with  
nuts in please!*

*Please be mindful when  
providing your child with  
snacks that other children  
may have nut allergies.*

## ParentPay

We operate a cashless system called ParentPay ([www.parentpay.com](http://www.parentpay.com)) for snacks, dinner monies, trips and some PTA events – it has proved to be very successful. In September you will receive an explanatory letter containing a **username** and **password** which you can change to something more memorable. The information within the letter guides you through setting up your child's account and any extra help you need can be obtained from the school office.

## Lunchtimes

When children begin staying for lunch they will be taken through to the Dining Hall at 12 noon. They will either eat a hot lunch or their sandwiches and then go out to play until 1.10pm.

A Government initiative allows all children in Reception up to and including Year 2 to have a free school meal (FSM) every day. This is optional so if you prefer your child to have a packed lunch from home that is fine. Once your child reaches Year 3, school dinners will be chargeable – at present they are £2.30. School Dinners are then paid for through 'ParentPay'.

Even though your child will receive a 'Free School Meal' (we call this Universal Free School Meals) until the beginning of Year 3, your financial circumstances may allow you to formally register your child as being able to receive income based free school meals. If you do this, our school is awarded Government funding which sometimes allows us to waive some or all of the cost of some activities for your child such as music tuition. Please speak to the school office or contact Free School Meals at Staffordshire County council on 01785 854990 or [freeschoolmeals@staffordshire.gov.uk](mailto:freeschoolmeals@staffordshire.gov.uk).

Whether your child has a packed lunch or a school dinner there are lots of adults to help them particularly in the first. We will of course make sure the children eat and let you know if there are any difficulties at lunch time.

If your child has any food allergies these should have been entered onto your child's registration form. Please speak to a member of Reception staff or to the office if there is anything further to add to this information. If necessary the school cook will make contact with you to discuss further.

## Snacks



Once the children begin school full time they will need a snack for mid-morning. The children can either bring a piece a fruit from home or purchase a snack from school (pancake 35p, crumpet 35p) through the 'ParentPay' system (no cash please!). Please note that if your ParentPay account carries a negative balance your child will receive a piece of fruit (free) rather than a pancake or crumpet. We inform parents on a weekly basis if their account has fallen into a negative balance as a reminder to credit it. You can also set up an automatic email notification on your ParentPay account to help manage low balances.

In the afternoon all children can have a piece of fruit supplied by the county as part of the 'Healthy Schools Scheme.'

Children are also entitled to a free carton of milk daily up to the age of 5.

Children have access to drinks of water throughout the day. We would be grateful if you could provide a named water bottle (plastic bottles only) which will be returned at the end of each day for you to wash/refill. If you wish to, you can purchase a sports bottle from the school office at £1.50 or, if you prefer, you can purchase a prefilled bottle from the kitchen for 60p which will be taken from your ParentPay dinner/snack account.



## Curriculum

The Statutory Framework for the Early Years Foundation Stage sets the standards for learning, development and care for children from birth to 5. The Curriculum is set out as follows:

### 7 Areas of Focus are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy - reading, writing and phonics
- Mathematics - numbers, counting, calculation, numerical patterns
- Understanding the World
- Expressive Arts and Design

The children will have access to learning opportunities both indoors and outside throughout the day.

Learning through play and hands on experiences are at the heart of our curriculum. Many of the activities the children will learn from and experience span across at least two areas of learning and often more.





There will be opportunities throughout the year for you to discuss your child's progress with us and for you to come into school to see what we have been doing and all that the children have achieved.

In September we will invite you to a curriculum meeting to explain and give further information about how we teach at St. Michael's, including the teaching of phonics and reading. We will let you know the date at the start of the school year.

## Muddy Monsters and Forest School

We aim to provide an inspiring outdoor environment where children can learn through positive outdoor experiences. We will be starting sessions once the children are settled into school. Details to follow in the first half term.

## Clothing

Please see the Standards and Safety in School booklet for information about school uniform. Children do not need a P.E. kit at this point.

**Please, please, please ensure your entire child's uniform/belongings are named including coats, hats etc.** As you will appreciate with up to 30 children in the class and 60 in the year group reuniting an unnamed jumper with your child can be tricky! Unnamed belongings usually end up in the lost property bin in the school office and if not claimed are disposed of at the end of each term. You are welcome to look in the lost property box at the beginning or end of the day and the office also arrange regular opportunities to claim property prior to disposal.

*Please please please name all your child's belongings. Even if you just write their name on the label.*

Please see the Standards and Safety in School booklet which contains all the information you need about what to buy.



## Food

We like to cook and taste different sorts of food within lessons throughout the year. Please make sure that you clearly state on the Registration Forms you received with your welcome letter any allergies to food. This is really important information that staff and kitchen need to know to keep your child safe.

## Illness

To report illness please  
phone:-  
**01543 227425 (School)**

If your child has been sick, vomiting or had diarrhea please keep them at home for 48 hours after the last attack. Sickness bugs particularly can spread very quickly within schools.

We would appreciate it if you could phone school if your child is unable to attend. You can leave a message on the school's answerphone or you can speak to a member of the office. Please give the reason for your child's absence i.e., sickness, cold, sore throat, dentist, doctor, etc. and how long you anticipate their absence to be. Each morning after registration we check the whereabouts of any absent children (for their safety) so if we're not aware of a child's reason for absence we'll phone home to ensure they're in safe hands.

If your child becomes ill at school we make every effort to contact you (the parent) first but if we cannot we will continue down the list of your emergency contact numbers so that your child can be taken home.

## Medicines in school

Please be aware that **no one** within school is able to administer medicine to children. This includes Calpol and antibiotics. If your child requires medication during the day (either prescribed or not) you, or another responsible adult on your behalf can come to school to give the required medicine.

If your child has a medical condition e.g. asthma, anaphylaxis please let us know as soon as possible so that we can make an appointment with you to discuss the medical protocols and procedures. In order to keep your child safe and well we will ask you to sign a consent form to agree the administration of the required emergency medication.

If your child develops an allergy or long term medical condition you **MUST** inform the school office in order for staff to make the appropriate arrangements for your child's care in school.

***Sorry, we cannot administer medicines to children in school unless your child has a medical condition (rather than a short term illness).***

*Children should be in school and ready for register by 8.50am.*

*If you arrive for school late you will need to sign your child/children in at the office at the front of school.*



## Timetable

A range of learning opportunities are provided each day. As the year progresses children are expected to sit for longer, complete tasks within a set time, and to work independently.

We come together at the start of each day to welcome everyone, take the register, count children having school dinners and those having packed lunches and talk about the day and weather. We tell the children what is happening that day. To begin the afternoon we again take the register and read a story.

During the day the children are involved in a wide range of learning experiences and activities, both indoors and outside.

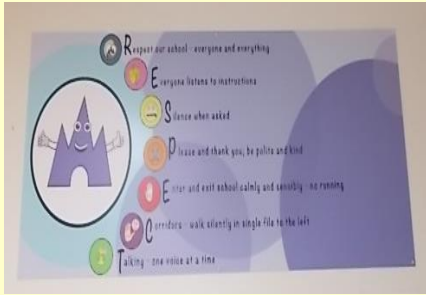
- Daily phonics (Read, Write, Inc) and teaching of reading.
- Daily mastering number sessions.
- Teacher led - the teacher teaches a skill and leads/directs the activity or discussion. This might be the whole class or a smaller group.
- Child initiated/child choice activities - the learning environment is arranged and managed in such a way that the children can have access to a wide range of resources and equipment. Children are encouraged to make a choice and to organise the things they need, for example, to do a jigsaw, write a list or make something.
- Independent task - this will be set by the teacher for example draw a picture or work on the interactive whiteboard.
- Teacher/Adult focus - this is done with a small group of children usually of the same ability to teach a specific skill. Children will then have the opportunity to practice and improve the skills taught in child choice activities.

During the course of a “normal” day each child will have the opportunity to take part in all of these activities, both indoors and outside.

## Behaviour

Positive praise and encouragement underpins our day to day work with the children. They are rewarded and praised for their achievements and for trying and working hard. We give stickers and certificates regularly and celebrate their achievements.

From time to time children make mistakes or ‘misbehave’. Children in Reception are still very young and when this happens the situation is dealt with immediately usually in the form of a gentle talk. In these situations the incident is then forgotten and children and adults move on. The adults in the setting will not tell you every time something has happened because we feel it is over and dealt with. It is our view that children learn from and are



Of course if the incident has been of a more serious nature we will either speak to you after school or telephone you to explain.

As the year progresses our expectations will raise and children will learn what is expected of them in school. A copy of our Behaviour and Expectations Policy can be found on our school website.

## How you can help your child before they start school

Over the summer it would be most helpful if you could practice the following skills with your child. This will provide a useful springboard in enabling your child to becoming independent.

- Sit at a table and hold a pencil with a tripod grip.
- Write their name using capital letter at the beginning and lower case letters to follow e.g. Sam not SAM.
- Dress and undress themselves. We appreciate buttons, tights and zips can be tricky and we will always help when needed.
- If your child is ready to learn the letters of the alphabet please teach them the **sound** of the letter not the name (ask a member of staff if you are unsure of what this means).
- Encourage listening skills e.g. hold conversations with your child and encourage meaningful responses.
- To follow simple instructions independently e.g. please put your toys away neatly, please put your coat on, etc.
- Using cutlery and opening packets/tubs etc. independently.
- Fully toilet trained.

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### OFFICE STAFF

Mrs E Friend

Mrs R Eastland

Mrs A Cowton

Mrs A Horsley

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## Communication with school

Our school office is open from 8.30am until 4.30pm Monday to Friday. Office staff members are Mrs Friend (Monday to Thursday), Mrs Eastland (am), Mrs Cowton (pm) and Mrs Horsley (Friday pm) – they are always very happy to help you with any queries so please feel that you can speak to them about general matters or if issues are of a more sensitive nature these can be passed on to your child's class teacher.

Sometimes you might see Mr Martinez (Site Supervisor) he is also often present in the school office and supports the office staff when required. Any specific queries related to your child's day to day activities, needs or concerns within their class setting should be discussed directly with your child's class teacher. All matters are dealt with in a confidential manner. You can contact the Reception teachers on:

[reception@st-michaels-lichfield.staffs.sch.uk](mailto:reception@st-michaels-lichfield.staffs.sch.uk)

**Communication:** Correspondence including general information, newsletters, letters and PTA information, is sent out by e-mail. You will be sent a text to inform you of any correspondence that has been forwarded to you. Copies of all our correspondence are also available from the school office or the document holders in the school foyer. Other updates can be found on our Twitter page @st\_michaels\_lic

Please always ensure we have accurate and up to date contact numbers and e-mails **at all times.**

On our website you can find further information in relation to curriculum, policies and other useful documents ([www.st-michaels-lichfield.staffs.sch.uk](http://www.st-michaels-lichfield.staffs.sch.uk)).

## Trips

From time to time and as part of the school curriculum we arrange various trips and activities. For some of these events you will be asked to make a voluntary contribution to cover costs. Without your kind contributions it would not be possible to run these. Information about each trip/activity will be sent out to you prior to the event. We prefer payment for trips to be made via ParentPay which is by far the most secure method and allows you to track/trace your payments.

## And finally .....

Starting school is a huge milestone for your child and we want to make it as easy and enjoyable for them as possible. We also appreciate that for you as parents it is a milestone too! If you have any questions, concerns etc. please do talk to us. The end of the school day is always very busy but once the children have all been safely handed over we are more than happy to talk with you. Equally if you phone the office, we will get back to you as soon as we can.

We hope you have a safe and enjoyable summer holiday and we look forward to seeing you in September.

**The Foundation Stage Team**

