

# A PARENTS GUIDE TO...



## Starting Reception September 2017



**PLEASE TAKE THE TIME TO READ THIS DOCUMENT. IF YOU HAVE ANY QUESTIONS THEN PLEASE PHONE THE SCHOOL OFFICE TO MAKE AN APPOINTMENT TO MEET WITH A MEMBER OF THE SENIOR LEADERSHIP TEAM.**

# WELCOME TO QUEENBOROUGH SCHOOL AND NURSERY

We are delighted that you have decided to send your child to Queenborough and we know that they will enjoy their time here. To help settle your child in as easily as possible in September and to ensure that you have all of the information you need about the school, we have produced this booklet to help you. Please complete the admission forms you have been given, together with your child's birth certificate and evidence of your address if not already provided. Please return these forms to the school office **by Friday 7<sup>th</sup> July**.



Assistant Headteacher  
Early Years Leader

## MEET THE TEACHERS



Miss Hall and Mrs Glass  
Silver Class Teachers



Mrs Heckley Smith  
Gold Class Teacher

All of the adults working in Gold and Silver Classes will work closely together to ensure that your child has the best possible start to their school life at Queenborough.

## MEET THE NURSERY NURSES / TEACHING ASSISTANTS



Mrs Roberts - Gold Class

Miss Williams - Both Gold and Silver Class

Miss Dance - Silver Class

## TRANSITION PERIOD

We have organised a range of activities for you and your child to attend. This will be an opportunity to meet key members of staff; including the Senior Leadership Team, Reception Class teachers and Nursery Nurses. Your child will also be able to meet new friends who will also be starting school.

<b>Date</b>	<b>Time</b>	<b>Activity</b>
<b>Wednesday 21<sup>st</sup> June 2017</b>	<b>6.00 - 7.00pm</b>	Parents Welcome Meeting
<b>Wednesday 28<sup>th</sup> June 2017</b>	<b>10.30 - 11.30 2.00 - 3.00</b>	Stay and play session in the hall - Parents included
<b>Wednesday 5<sup>th</sup> July 2017</b>	<b>9.30 - 10.30 1.30 - 2.30</b>	Transition session in Gold and Silver Classes - No Parents
<b>Wednesday 12<sup>th</sup> July 2017</b>	<b>9.30 - 10.30 1.30 - 2.30</b>	Transition session in Gold and Silver Classes - No Parents
<b>Wednesday 19<sup>th</sup> July 2016</b>	<b>10.30 - 11.30 2.00 - 3.00</b>	<b>Teddy Bears Picnic - No Parents</b> Please bring a favourite teddy and we will have a fun time playing games and activities with a drink and a biscuit.



## SETTLING IN:

### Dates for your diary:

Monday 4 <sup>th</sup> September 2017	- Staff Development Day
Tuesday 5 <sup>th</sup> September 2017	- Staff Development Day
Wednesday 6 <sup>th</sup> September 2017	- Year R Part Time in 8.40 - 11.30am
Thursday 7 <sup>th</sup> September 2017	- Year R Part Time in 8.40 - 11.30am
Friday 8 <sup>th</sup> September 2017	- Year R Part Time in 8.40 - 11.30am

### Week Commencing:

Monday 11 <sup>th</sup> September 2017	- Year R Part Time and stay for lunch 8.40 - 12.30pm
Monday 18 <sup>th</sup> September 2017	- Year R children FULL TIME - 8.40 - 3.10pm 8:40-3:10pm

During the afternoons between 06.09.17 and 15.09.17, parents will be invited to have 1:1 meetings with their child's class teacher.

## LEARNING IN THE FOUNDATION STAGE



The Early Years Foundation Stage Framework explains how your child will be learning when they begin school. Your child will be continuing their learning journey and will acquire new knowledge, skills and understanding across seven curriculum areas. The curriculum is divided into '**Prime**' areas of learning which underpin the '**Specific**' areas of learning.

### The 'Prime' Areas are:

- **Communication and Language;**
- **Physical Development;**
- **Personal, Social and Emotional Development.**

### The 'Specific' areas are:

- **Literacy;**
- **Mathematics;**
- **Understanding the World;**
- **Expressive Arts and Design.**

These seven areas are used to plan your child's learning experiences. The professionals teaching and supporting your child will ensure that the activities are carefully matched to their unique needs and interests. Children in the EYFS learn most effectively through discovery and exploration, being active, and through creative and critical thinking which takes place both indoors and outside.

Your child will also have a book to read with you at home. We encourage you to share your child's reading development with us in their reading contact book. School book bags can be purchased from the school office for £4.50.

## TAPESTRY

In the Foundation Stage, we use an online learning journal, using educational software called 'Tapestry' which records your child's unique learning journey. By logging on with a secure username and password you will be able to view all of your child's observations, photographs and even video from their time in Reception. This will enable you to follow your child's individual progress closely and reflect upon their achievements. You are also welcome to add comments so that their class teacher can find out about which activities your child enjoyed at School and their learning at home.



## ATTENDANCE

At Queenborough School and Nursery, we encourage high levels of attendance and punctuality as these are key factors in supporting children to achieve the best they possibly can. We recognise that children are occasionally unwell and unable to attend school and that specific and unusual circumstances can, at times, cause children to be arriving to school late. However, where possible, it is essential that children attend school regularly as poor attendance can impact upon their levels of attainment and hinder progress with their learning.

We adopt a positive approach to attendance and reward classes who attend regularly and punctually with our '**Attendance Ted**' and '**Punctuality Pup**' which each class keep for the week to share their learning with them. The children are keen to work as a team so that their class secures the award each week.



## SCHOOL DINNERS

We have arranged for your child to have lunch for the second week that they are part time (**week commencing 11<sup>th</sup> September**) so the children can adapt to eating in the school hall as well as to try some of the food we have to offer. During this week we would encourage the children to try the different school dinners on offer. Alternatively please provide your child with a packed lunch in a suitable container clearly marked with your child's name. Any drinks provided must not be in glass bottles or cans. We also request 'no sweets' please as part of our '**Healthy Lifestyles**' approach.

During this week, please collect your child at 12.30pm from their classroom.

From September 2014 all children in years R, 1 and 2 were entitled to a universal free school meal which can be booked on a day to day basis. However, if any parents are on the following benefits, it is very important that an additional form is completed either on line at [www.kent.gov.uk/education-and-children/schools/free-school-meals](http://www.kent.gov.uk/education-and-children/schools/free-school-meals) or a form can be obtained from the office. The eligible benefits are:-

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who receive any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also have free school meals.



## SNACK TIME

The children will continue to enjoy 'snack time' as part of their daily routine. Your child will continue to receive 'Government funded' milk until the term after their fifth birthday. After this time, it will then be provided by the school. We encourage children as part of our focus upon 'Healthy Lifestyles' to bring water bottles to school every day so that they can drink water throughout the day. Please ensure that only '**water**' is provided in these bottles.



## COMMUNICATION

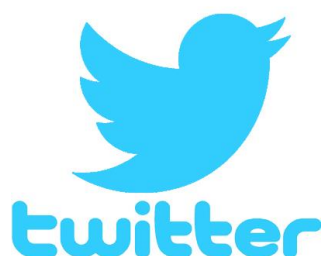
Effective communication between parents and the school is essential in order to build good relationships which will help to support your child's learning. If you have any concerns or worries about your child then please in the first instance speak to your child's class teacher. If you feel you require further support, then please speak to Mrs Anna Glass or Mrs Clare Bush, our Designated Safeguarding Lead and Well-being and Family Support Officer. If it is necessary for someone different to collect your child, please ensure that you notify your child's class teacher or the office. We will not release your child to anyone else without prior arrangement from you.



**Our School Telephone Number** - 01795 662574

Please visit our school website for more information about our school at ...  
[www.queenborough.kent.sch.uk](http://www.queenborough.kent.sch.uk)

Don't forget to follow us on Twitter @QueenboroughSN



## BREAKFAST CLUB

Queenborough School and Nursery offers 'Breakfast Club' provision which runs from 7.40am each morning. If you wish for your child to attend then please complete a membership form which can be obtained from the school office.



## SCHOOL UNIFORM

We have high expectations in all areas of school life which includes our school uniform. Our uniform consists of simple functional clothing suitable for the range of activities which will be encountered during the school day. Hooded tops are to be worn for outside wear only. We request that all children wear their uniform to school, as it helps them to feel part of the school community. Our school uniform consists of grey trousers or skirt, white shirt or polo shirt, red jumper or cardigan and black shoes. Our PE kit consists of a red T-Shirt, Black shorts and black plimsolls. ALL uniform and other belongings, such as lunch boxes must be clearly named.



## GETTING TO SCHOOL:

The majority of our children live within a close proximity to the school and are therefore able to walk to school but if it is necessary to drive, it is recommended that you park a short distance from the school and walk from there. The area around the school becomes very congested at school times and in the interests of the safety of all our children we ask that you park with consideration to others. Please do NOT park in a manner that it makes it dangerous for children to cross the roads. Please do not park across the driveways of our local residents.

Bicycle racks are available at the front of the school. Bikes or scooters are left at the owner's risk.



## PREPARING YOUR CHILD FOR SCHOOL:

When your child starts school in September it is requested that they are able to do the following:

- Go to the toilet and wash their hands unaided (including wiping themselves)
- Dress and undress themselves (please practice with buttons if necessary)
- Fasten / unfasten their shoes.
- Fasten / unfasten their coat.
- Use a knife and fork.

Please do let us know if your child needs help with any of the above.



**WE LOOK FORWARD TO WELCOMING YOU TO  
QUEENBOROUGH SCHOOL AND NURSERY IN  
SEPTEMBER 2017.**

