



Welcome Pack Reception 2020-21





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School Contact Information

School Address Langley First School
 Drumoyne Gardens
 West Monkseaton
 Whitley Bay
 NE25 9DL

Telephone 0191 6432026
Fax 0191 6432029
E-Mail office@langleyfirst.org.uk
Website langleyfirst.org.uk

School's Out Northern
Telephone 0191 2533452 or 07723511494
E-Mail jancallaghanson@gmail.com
Website sonltd.co.uk



Drumoyne Gardens, West Monkseaton
Whitley Bay, NE25 9DL
Tel: 0191 6432026 Fax: 0191 6432029 e-mail: office@langleyfirst.org.uk
Headteacher: Mr. T Jones

Welcome to Langley First School

Dear Parent / Carer,

I hope that this information pack finds you and your family safe and well. As you can imagine, this is not the start to your child's time at Langley first school that we would plan for. In normal circumstances we would be looking forward to inviting you and your child to visit our setting and welcoming you into our community. Unfortunately the current climate means that we are all having to do things very differently and that means not being able to offer the normal transition process.

To try and support your next steps we have put all the information that you would normally get at our meetings on line. All the forms that you need and the information to get ready for September can be found in this section of the website. In the coming days the early years staff will upload a presentation, giving you a chance to meet them virtually and talk you through the information so you can pull out all the key parts that you need to concentrate on before September.

At the time of writing this we are unable at present to give you specific start times and days. It would be unfair of us to just in case situations change as they have so many times in recent weeks. We will however write to all parents as soon as we can confirm how September will begin.

I understand parts of this may be frustrating and appreciate your patience at this time. If there is anything that is concerning you, your child or something that we can help explain then please feel free to email or phone school on the contact details at the top of this letter.

Stay safe and I look forward to eventually being able to welcome you to Langley First School at some point in the coming months

Kind regards,

Mr. T Jones
Headteacher

Reception Staff

Class 1— Miss E Calboutin

Class 2— Mrs A Hastie / Mrs March

Staggered start

Each year we start Reception children in small groups to facilitate the building of strong relationships between staff and children. The groups will be a balance of those who have not been in our Nursery setting and age of children. We hope in this way each child will have an enjoyable and positive start to their time with us.

The start date for your child will be sent to you as soon as we are able to confirm.

The School Day

Our school day begins at 8:50am and ends at 3:25pm for Reception children (3:30pm for Years 1 - 4). Each morning a member of staff is on the yard from 8:45 and will blow the whistle for the children to line up at 8:50am. When the children line up parents are asked to step back from the line to allow the class teacher to see all the children. The children will leave parents on the yard and be led into school by staff.

The start of the Autumn term

To help with transition, during the first few weeks of the Autumn term, parents are asked

to bring their child into school through the **Nursery entrance**, helping find pegs, hang coats up and be met by staff at the classroom door. In doing this, staff become able to recognise parents and hopefully this facilitates an opportunity for parents to speak to the Reception staff.

During this initial period, please bring your children through the Nursery entrance between 8:40 - 9:00am. At the end of the school day please initially collect your child via the Nursery entrance from 3:15pm. Please note, all children, once they have started, will stay for the full day, including lunch. Information concerning school dinners can be found on page 7.

After a few weeks, when positive relationships have been formed and the children are settled we will ask you to line-up in the Reception yard accessed from Elmfield Gardens. At this point the children will then be dismissed at the end of the day from the hall doors. You will be notified of these changes well in advance of them happening.

Please be prompt when collecting your child as children can be easily upset if they think they have been left. Reception staff will always stay with any children who are left until they are

collected. If you are late collecting and the Nursery / hall doors have been closed, please come around to the main school office. If someone else is collecting your child, staff must always be informed.

Cloakroom

All children have a named peg outside the classroom. Please encourage them to take off their own coats and to hang them up. They will have to do this independently at lunch times so it is a great help to staff if the vast majority are able to fasten their coats. Coats must be named.

Outdoor Exploration

All children will need an outdoor bag containing;

- A pair of tracksuit or jogging bottoms
- trainers
- hat - woolly for winter and sun for summer
- a water proof suit (top and bottoms)
- a pair of socks
- a spare pair of socks and underwear in case of an accident
- if your child is wearing tights please put an extra pair of socks for them to change into
- a bobble or equivalent to tie back long hair.

The children will be expected to dress and undress themselves

for outdoor exploration sessions so please encourage your child to be as independent as possible at home when dressing, even though we appreciate at times it is quicker to do it for them!

Please make sure your child has a pair of wellies in school at all times

It is essential that all items of clothing including outdoor bags and reading folders are clearly named. These will stay on the pegs outside the classrooms and go home every Friday for washing.

Water Bottle

Thanks to our PTA, parents are provided with a clear water bottle for their child(ren). Please ensure this bottle is named with a permanent marker. The bottle will be taken home each evening for washing and refilling. It must only contain water. The children will have opportunities to drink their water throughout the day.

Milk

If your child would like to have milk when they are at school, they must be registered through the milk provider, Cool Milk. This can be done on the form provided in the pack or on the website, coolmilk.com. Milk is provided free of charge until their 5th

birthday and for all children who are on free school meals. **All children must be registered with Cool Milk to receive milk either free or paid.** Please be aware that should you register your child for milk during the term it can take up to 2 weeks for the request to be processed.

Snacks

Children are provided with a piece of fruit for morning play so snacks are not necessary. **Nuts are not allowed in school for safety reasons.**

School Dinners

We request parents encourage their child to have a school dinner from starting school. Our catering staff are excellent in meeting the needs of even the fussiest of eaters. Ann, our cook, will be happy to talk to any parents whose child may have dietary needs.

Due to the Government's Universal Free School Meals your child is entitled to a free school dinner no matter what your personal circumstances are. You will have received an application form with the formal offer of a school place. If you have not sent this back please complete the form enclosed in the pack and return to the given address. Please encourage your child to use a knife and fork properly in preparation for school dinners.

We recommend parents talk their children through the school menu for each week. The menu runs on a three week rolling programme and can be found at on the North Tyneside or school web site. There will also be paper copies made available. Please note after a holiday the menu will always return to week 1.

Packed Lunches

If your child is on packed lunches please make sure that what you are putting in is healthy, balanced and nutritious. Guidance and ideas can be found on the enclosed 'Eat better start better' leaflet or at

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>.

Please note that cans and/or bottles of carbonated drink or chocolate bars of any kind are not allowed in school.

If your child wishes to change from either dinners or packed lunches we ask you **give 2 weeks notice** to help with ordering.

Library

Children will bring a library book home on a designated day each week. Please make sure the children bring their book back into school on this day. The children choose their book themselves to share and read with you. Library books must go home in a waterproof bag, separate from their reading folder. Library book bags are on

sale in school for £1.

Although the school has a 'no toys' policy, children are allowed soft balls and skipping ropes for playtime.

School uniform

Our school colours are red and white. Full school uniform details can be found in the following table. Children are to wear an appropriate choice from:-

- Red and white checked dresses
- White shirt / blouse / polo top
- Red cardigan/pullover
- Grey skirt/dress
- Grey/ black trousers
- Grey/white/black socks
- White/red tights
- Black shoes

Trainers are only allowed in school for outdoor exploration.

Parents are welcome to try on uniform sizes when handing forms at Nursery drop off or coming along to the main entrance.

Reception school times:-

Registration	8.50 - 9.00
Morning Session	9.00 - 11.50
Lunch	11.50 - 1.00
Afternoon Session	1.00 - 3.25

Registers are taken in the class at the beginning of each morning

and afternoon session. Please ensure your child arrives on time for school as children who miss registration will be marked as 'late'.

The school gates are locked at 9.00am. If arriving at school after this time please go to the main school office off Drumoyne Gardens. Here you will be asked to sign your child in, giving reasons for lateness. A member of the office staff will take your child to their class.

What happens if I am late collecting my child?

At the end of the day the children are brought to meet the adult collecting them through the hall doors. Any children who are not collected are taken to wait in the school office. If we have not been notified that a child will be collected late we will contact parents and named carers to find out what arrangements can be made. This is obviously time consuming and it is appreciated if parents can notify us as early as possible of lateness for any particular reason.

What do I do if my child is sick?

If your child is unwell please telephone the school office first thing in the morning informing us that they will not be in school and the expected date of return.

If your child has a medical appointment, please inform the office or your child's teacher in advance. A copy of the appointment letter must be sent into school prior to the appointment.

What do I do if we want to go on holiday?

Parents should be aware that absence can have a negative impact on children's learning. From September 2013 new legislation directed any school to only offer authorised absences in exceptional circumstances. Current guidance and leave of absence forms can be found on the school website. All unauthorised absences of pupils are recorded and monitored as required by the 1991 Regulations of Pupils Attendance Act.

What happens if my child is ill at school?

If your child complains of feeling unwell at school we will notify you at home or work to see if there have been any concerns that morning. Depending on the time of day and how unwell your child actually is, you may be asked to collect your child from school.

Please inform staff of any health problems that your child may have, e.g. allergies, eczema and asthma and these should be noted on the pupil information

form. It is essential parents inform school immediately should your child have any specific medical needs. You will be contacted by a member of the leadership team to discuss a care plan if we feel that this will be appropriate for your child's needs before your child's first day.

It is essential that parents keep the office up to date of any changes in phone numbers either at home, work or on a mobile.

Monitoring attendance

We keep detailed records of each individual child's attendance and punctuality and celebrate those children who have high attendance. Where a child's punctuality or attendance falls below our threshold, the school's Learning Mentor will contact parents and discuss any advice or support that the school can offer to ensure the punctuality and attendance improves. Please see attendance and punctuality policy on the website for more details.

What happens if my child needs to take medicine?

The school has adopted the following guidelines for the administration of medicine:-
The only medicines we are allowed to administer at school are those prescribed by your doctor.

If the medicine is prescribed to be taken three times daily the school will not administer the medicine as it can be taken in the morning, after school and in the evening. Only medicine which is prescribed to be taken 4 times a day can be administered at school.

We cannot administer cough medicines, Calpol etc., which have been purchased 'over the counter'.

An 'Administering Medicines' form, which is available from the school office or website, must be completed by parents requesting medicine be given to their children by school staff.

Medicines must always be handed in and collected from the office by parents.

Any medicine must be in its original container with child's name, type of medicine and dosage clearly stated.

Parents of children who use inhalers, epi pens, insulin or other medication that needs to be kept in school on a permanent basis, must complete the appropriate forms available from the school office. Parents are responsible for ensuring such medication is labelled and in date.

If your child has Asthma, please complete the Asthma care plan included in this pack and hand into the office with the appropriate, named inhaler.

Reading and Writing in Reception

On **Wednesday 23rd September** at **5:00pm*** we will be holding a parent session to explain the teaching of reading and writing at Langley. We hope that you will find the ideas useful when helping your child at home. This will help to reinforce and support our practice in school. Together, we can ensure that your child becomes confident, competent and literate, with an enjoyment of reading and writing.

Reading

All children will bring a reading book and a reading diary home. Please share the book with your child. At first it may be a discussion book or a picture book with little or no vocabulary. This is a very important stage in the reading process as picture books encourage children to 'read' the pictures, tell the story in their own words, anticipate what is going to happen next and comment upon the characters and settings in the book. Often children will tell a story from memory. They 'play' at reading, finding their own way through the

book learning that a book means something and is to be enjoyed. Children will bring home a wide variety of reading material. We emphasise that reading is not about rushing to finish a book and moving on or up to the next book or level. It is about understanding the story, making sense of the pictures, coming to grips with an ever-widening vocabulary and above all, it is about enjoyment and gaining confidence in their own ability as a reader. Please try not to compare your child's reading progress with that of others. Children learn to read at their own pace.

When sharing a book with your child try to choose a happy, relaxed and quiet time. Try to make it a special time for you and your child without interruptions from brothers or sisters. This enhances children's self-esteem and makes them and their reading seem important. Try not to force your child to read if they are watching their favourite television programme or if you or your child are too tired! You may find it supportive to read a page of the book first and then let your child try. Supply the words if the child hesitates and do not become cross or anxious if they get stuck on a word that you have told them many times.

Reading stories to your child

develops a love of books, language skills and knowledge of book language, all of which serve to help your child read.

A reading diary will also be sent home in the reading folder. This will show the title of the book your child is to share with you. It also has a space for you to comment about your child's progress. **Please sign the book every time you have listened to your child read and keep in the folder at all times.**

We also work on phonic skills - this is the sound of the letter i.e. 'a' as in apple. 'e' as in egg etc. Children are encouraged to say the letter sound as they write it, and simple games such as 'I spy' are a great help with phonic work. Children can also draw one or two things beginning with a particular letter and write the letter sound it begins with alongside. We encourage the children to use picture dictionaries in school to help recognise individual letters and initial sounds of words, so anything you can do to reinforce this at home will be of great help. Familiarity with nursery rhymes will also benefit their reading.

Reading folders can be purchased in school. These will be sent home daily and children should have them in school each day. Please do not put any drinks inside the reading folders and

remember to look in the reading folders each night for any letters that may be sent home such as first aid notes.

Writing

We use a cursive script in school, which is encouraged from Nursery onwards. A copy of the script is included in this pack. The transition from printing to joined-up writing is made much easier by adopting the cursive script in the Foundation Stage. Writing is a vital part of our work in Reception and we encourage children to form their letters correctly. Please discourage your child from writing in capitals, as the only capitals they need to write initially are the ones at the beginning of their names. Correct formation of letters is important as is developing a comfortable pencil hold.

Please encourage your child to make patterns with crayons and pencils and cut out in their play activities.

We encourage the children to do their own writing. This is called emergent writing and in the early stages may be just "mark-making" on the paper. However, as their knowledge of letter sounds and formation increases so their writing develops. We refer to this as 'brave writing' in Reception. This gives children confidence and leads to independent writing. However,

we do pay attention to correct spelling alongside this.

Mathematics

On **Wednesday 16th September at 5:00pm*** we will be holding a parent session to explain and explore the teaching of early maths and number.

In Reception we cover a wide range of mathematical concepts. We spend time each day on oral work with the whole class to help develop their understanding. Practical activities i.e. sorting, matching and comparing are also very important in maths. In Reception we work on numbers to 20, progressing to addition and subtraction within that number. There is opportunity to go beyond this number when appropriate.

Your child's progress will be much greater if we can form a strong partnership between home and school to support their early learning. If you have any difficulties or problems, please do not hesitate to come and see a member of staff.

How does the school keep parents informed and listen to their views?

At the beginning of each term parents receive a letter explaining topics for the term. There are regular newsletters giving diary dates and overviews to what's been happening in

school. These can all be found on the school website or by downloading the free school APP from the android or apple store. In the Autumn and the Spring term we hold Showcase events where parents are invited into school straight after the end of the day for the children to show off their classroom and their work.

There is also a Parents' Notice Board outside Reception which is used during the first term. Alternatively there is the opportunity to see the teachers if necessary for a few words each morning. However, if you need to see us for a longer period or need more privacy for a chat, let us know and we will arrange a suitable time.

Parent Focus group

We have a parent partnership group who meet with the Deputy Headteacher every term. The group is made up of parents from each year group and any parent is welcome to join. The group is used as a way of consulting parents and as a forum for parents to raise any general concerns, suggestions and issues. Each term parents are given a focus for responses to be based around, these can be sent to Langley.guest@ntl.org.uk. Each year, we ask parents to complete a questionnaire about various aspects of our school.

The results are used to inform our planning for improving the school.

How can parents help and support the school?

Parents are welcome to help in Reception and their work is valued and appreciated. We are happy to have parents start to come into help once the children are settled into school. If you are interested in helping in school we do ask that you try to come in at a regular time each week so that we can rely on extra help and include you in our weekly planning. If you are unable to come in regularly we would welcome extra help at any time, however we must know in advance. All our parent helpers will be required to have a DBS check which school will organise.

Friends of Langley

Our school is exceptionally lucky in the fantastic support we receive from our PTA, Friends of Langley. This group of parent volunteers organise a range of social and fundraising events for both parents and children throughout the year. All parents are welcome to join. Information about events and meetings can be found through the website or twitter.

*please note these dates are

given in good faith but may
change depending on social

distancing guidance nearer the
time

**You will always be welcome and we hope you and your child enjoy
the year in Reception.**