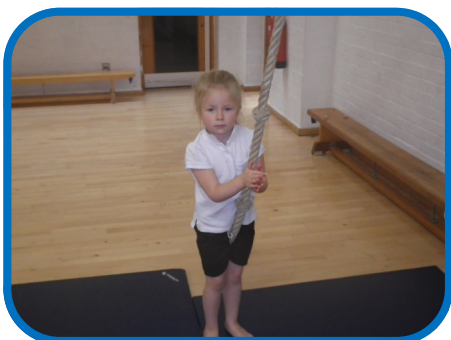




WELCOME TO RECEPTION



Welcome!

We have put together this information pack to help parents and children to find out about the Foundation Stage at Orchard Vale.

In this information pack you shall find out what a typical day is like in Reception, find out information on lunch times, uniform and fruit times, meet the staff who shall be helping your child on their learning journey and other useful information about life at Orchard Vale.

Reception

Children join our Reception class in September and start full time.

The children are separated into two classes for morning activities and in the afternoon they have access to two classrooms and an outside area.

Each class has a fully qualified teacher and trained teaching assistant to help with assisting the children on their learning journey.

They will use the facilities in the school each week, such as the hall, cookery room and music room. We also provide a weekly Forest School for the children in our Reception class which is led by a trained Forest School practitioner.

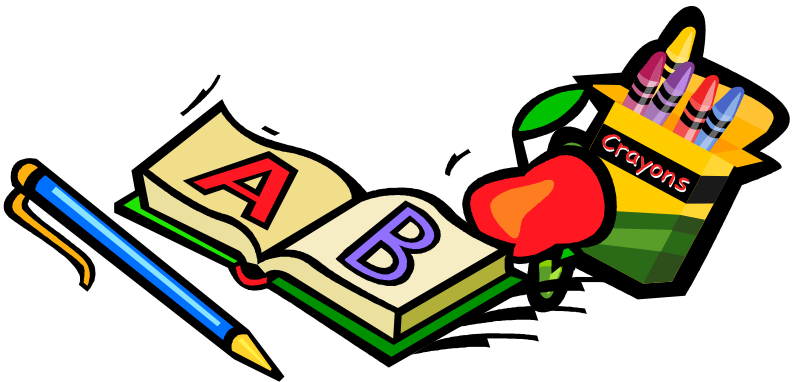


Morning and End of Day Routines

Please put Home School link books, drinks bottles, book bags and coats in the designated areas provided.

In the reception classes there will be a different activity set out each day linked to an area of learning. Please support your child with this activity or let the teacher know if you need to go so that a member of staff can support them with their task.

Registration is at 8:45am and your child's teacher will let you know when this is so you are able to quietly creep away.



At the end of the day we will help your child to gather up their belongings and your child's teacher will open the outside door to the classroom. When you arrive your child's name will be called and you may collect them from class. Please try not to use the internal doors as this may cause disruption at this very busy time of the day.

Mornings can get very busy so if you need to talk to your child's teacher, please talk to them at the end of the session or day in order that problems may be dealt with appropriately.

Meet the Staff



Teacher

Mrs Lowrey



Teacher

Mrs Rana



Teaching Assistant

Miss Priest



Teaching Assistant

Mrs Gordon



Teaching Assistant

Miss Cooper



**Deputy Head
of School**

Mrs Pearce



**Executive Head
of School**

Mrs Baker

General Information

Uniform and other belongings

Here at Orchard Vale we are very proud of our school uniform; the children look so smart when they are all wearing it.

Please make sure that your child's uniform is clearly labelled, as you can appreciate one uniform looks very much like another and so when things go missing it can be very hard to track them down.

Drinks bottles, lunch boxes and book bags also need to be clearly labelled as they can also be mislaid or lost.

Outdoor activity is very important in the Foundation Stage curriculum, so children need to make sure that they have a coat with them each day and are wearing safe and sensible footwear.

Lost property – please ask your child's teacher first if you have lost anything, then look in the lost property area several times as uniform and belongings can appear if named, eventually.

Homework activities

Additional activities may be sent home for your child to work on with your support. Together in school and out of school we can work together to improve your child's progress.

If you have any queries with this work, please talk to your child's teacher. Reading books will be changed on a regular basis but feel free to change them yourselves in between those times.

General Information

Home/school communication books

This book needs to come to school with your child in their bag. Every week we will add information telling you about your child's progress and letting you know how they are getting on.

At the end of the week there will be an opportunity for you to share some good news or information with us about your child and this will be linked to their assessment.

We love to hear what your children have achieved outside of school and send home proud moment stars each term for you to fill out and then we will share them with the rest of the class.

Healthy Snacks and Drinks

Your child will receive a piece of fruit each day as part of the government 5 A Day Scheme. Children are welcome to bring an additional piece of fruit for the second snack time in the afternoon. We encourage the children to eat a wide range of fruit rather than fruit based snacks wherever possible.

Fruit snacks can be safely stored in the trays and baskets provided in the classrooms.

Children are actively encouraged to have a drink at playtimes, lunchtimes and, when appropriate, during lesson times. They should bring in their drinks bottles, to be kept in the appropriate box in the classroom; water is best for optimum brain activity.

General Information

After School Child Care

We offer the provision of after school care for your child from 3.15pm – 6.00pm. If you would like to use this facility there is a daily booking system at the school office. If you would like more information, do ask our office staff or visit:

www.canplay.co.uk

If there is any information you feel would be useful which we have not covered, do let us know so we can improve our communication with you.

Absences

On the first day of absence please contact the office in person, by telephone on 01271 375074 or by letter.

Please also note that the school can no longer authorise term time holiday requests.

General Information

Free school meals – are you eligible?

The number of families registered for free school meals makes a real difference to our budget, even if the children do not take up the option of the meal. However, there may be a number of children who could be having a hot meal for free, instead of paying. For every child registered the school will receive Government Pupil Premium monies which we use to help subsidise school trips, residential and enrichment activities.

To QUALIFY for a free meal you need to be in receipt of one of the following:

- Income support
- Income based Jobseeker's Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit without Working Tax Credit and annual income below £16,190 a year
- Support under Part VI of the Immigration and Asylum Act 1999

If you think this applies to you please visit to school office for an application form. We hope this is helpful to you and ultimately to the money we can access for the pupils.

General Information

Queries and Complaints

We hope that you will build a good relationship with your child's class teacher and feel able to talk to them if you are unsure of anything, are worried about something or need to clarify something that has happened. However if you feel that you are unhappy about anything please do come and talk to the Head of School who will try to resolve the issues of concern.

We try to be open and honest as a school and we can learn from the observations you make about school life and are happy to work together to improve school life.

Parent Helpers

Legally we are required to obtain a DBS (Disclosure and Barring Service) check on all adults who work with children.

If you are keen to come and help support us in the classroom then do please visit the School Office and provide them with an email address (which you check regularly) and your full name so that the school can start the online registration process. You will be required to bring in proof of identity after you have completed your side of the online application. There is no cost to parents for this check.

On school trips, in particular, it is much easier for parent helpers to come along as part of a teacher-led activity, so we do hope you will support us in this.

General Information

Internet Safety

The internet is such an integral part of children's lives these days. It opens up so many educational and social opportunities, giving them access to, quite literally, a world of information and experiences.

Whether on a computer at school, a laptop at home, a games console or mobile phone, children and young people are increasingly accessing the internet whenever they can and wherever they are.

During the autumn term we will be talking with children throughout the school about internet awareness and safety. Some of the resources that we will be using will be taken from the 'think u know' website. This is run by CEOP, the Child Exploitation and Online Protection Centre, and has an area dedicated for parents and carers so that if your child/children want to discuss what they have learnt you can update your own knowledge.

The website is www.thinkuknow.co.uk; follow the link for parents and carers.

Thank you.



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