



**Rowlands Gill Primary School**

*Nurturing, Understanding & Succeeding Together*



# Parent Information Booklet

## Reception Year





# Welcome to Rowlands Gill Primary School

## Our School Vision

*At Rowlands Gill Primary School, we want our children to have confidence and achieve well through our warm, caring and inclusive environment. We aspire to give all children the chance to really get to know themselves and understand others, so they can forge their own path to success.*



### **We want all children at RGPS to:**

- Develop a love for learning.
- Succeed in all areas of the school life: academic, social, emotional, and physical development.
- Make excellent progress in everything they do so that they can grow and develop their full potential.
- To continually celebrate and feel proud of their achievements.
- Feel happy, cared for, safe and healthy.
- Enjoy learning in a nurturing and friendly ethos where they are respected and valued and where individual needs are recognised and supported.
- Experience high quality, challenging, stimulating and personalised education.

# Meet the Early Years Team



**Mrs R Sharpe**  
Early Years Leader and  
Reception Teacher



**Miss S Smales**  
Nursery Teacher



**Miss K King**  
Higher Level  
Teaching Assistant



**Mrs P Andrew**  
Higher Level  
Teaching Assistant



**Mrs Noble**  
Teaching Assistant



**Mrs Palmowska**  
Teaching Assistant



**Mrs Malpass**  
Teaching Assistant

Teachers, HLTA's and Teaching Assistants will liaise with parents and carers to support their child's individual needs. The Early Years Team are keen to build positive relationships with our children and their parents and we welcome regular consultation to talk about your child's development and progress. We love to hear about how your child is developing at home as it helps us to build upon their next steps using their current interests.

# Getting Ready for School

We are very proud of the appearance of the children our School. Our uniform is a symbol of belonging to Rowlands Gill and underlines the sense of community we seek to develop.

## School Uniform

- purple sweatshirt or cardigan – preferably with school logo
- purple or white polo shirt – preferably with school logo
- grey trousers or skirt
- purple and white checked summer dress
- black shoes - preferably with Velcro fastenings



## PE Uniform

- plain white crew neck cotton t-shirt – preferably with school logo
- plain black hoodie - preferably with school logo
- plain black shorts – no logos or sports logos e.g. Nike
- plain black joggers or sports leggings – no logos or sports logos e.g. Nike
- trainers with non-marking soles



Children should come into school wearing their PE kit on their PE day. You will be informed which day this will be and it will be displayed on the Reception Class page, on the website.

Please label **all** items of clothing and shoes with your child's full name to avoid missing/lost items and any confusion. If your child can recognise his/her own coat, hat, gloves etc. and put them on themselves, we will be delighted!

For uniform pricing and ordering please visit our supplier's website:

[Logos limited - https://embroidered-school-wear.co.uk/categories/find-your-school/rowlands-gill-primary-school](https://embroidered-school-wear.co.uk/categories/find-your-school/rowlands-gill-primary-school)

## Changing

Learning can be messy and accidents can happen. Please could you send in a bag of spare clothes (including underwear and socks), fully labelled for those occasions when your child may need to be changed into dry, clean clothes. The bag should be topped up on a regular basis, throughout the year.

In Early Years, our classroom extends to the outdoor environment and so children will be spending a lot of time exploring with water and mud. We have waterproof suits for the children to put on, on top of their uniform, and we encourage them to change independently. Please send in a pair of wellington boots (with a name tag in them) which are to be left in school for your child to use.



It would be helpful for your child to practise getting dressed and undressed over the summer to prepare them for this as well as continuing to encourage your child to do this throughout the school year. We would also recommend shoes with Velcro fastenings as we often put wellington boots on throughout the day and find it helps children to be more independent if they can manage their shoes themselves.

We encourage children with long hair to wear it fastened back for their own safety and for working purposes. Jewellery is **not** to be worn in school; if earrings are worn, they must be small studs and need to be removed on PE days.



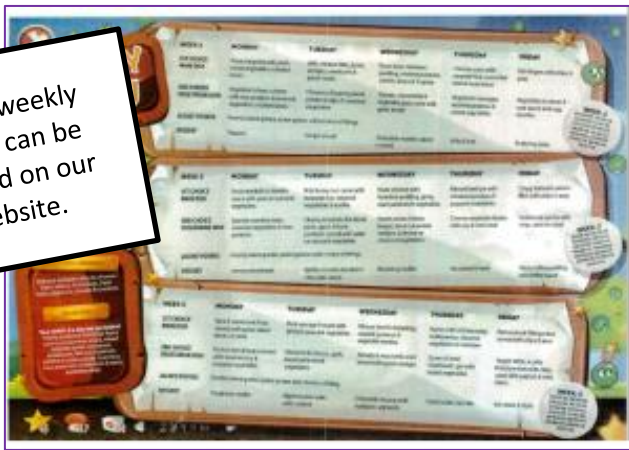
In hot, sunny weather, please ensure your child has a sun hat and a bottle of sun cream, labelled with their name – children are not allowed to share sun cream. Please ensure sun cream is applied before they come to school and we can assist them to apply a top-up when required.

# School Meals



Children have a choice of ordering a hot school meal or bringing a packed lunch from home. When your child has a school meal, you can be assured a lot of thought has gone into making it as healthy as possible. Our kitchen team only provide food that is fresh, prepared daily and which provides everything your child needs to feed their bodies and minds without compromising quality and choice.

The 3-weekly menu can be viewed on our website.



All children in Reception, Year 1 and Year 2 are automatically entitled to 'Universal Free School Meals' which means that they can have a hot school lunch every day for free. If you think you may be entitled to benefit-related free school meals please speak to the school office about applying. School can claim additional funding for eligible pupils which can be used to support your child in the classroom.

If you would like your child to have a packed lunch, it should be healthy and we encourage you to include some fruit or vegetables e.g., piece of fruit/fruit juice, dried fruit, cherry tomato, raw carrot, cucumber. Sweets, sugary drinks and chocolate **should not** be included in packed lunches.

Rowlands Gill Primary School is a completely **nut free** school. We maintain this in order to protect both the children and staff with severe allergies to all kinds of nuts. Packed lunches **must not** contain any form of nuts: this includes **any** form of peanut butter or Nutella.

# Drop Off and Pick Up

At Rowlands Gill we have a 'soft start' to the school day. The school day begins at 9.00am, however, gates and doors are opened from 8.45am for a flexible drop off.

The drop off and pick up point for Reception children is at the Reception Gate, accessed via the KS1 yard. When dropping off your child they may become upset but please do not worry. The staff are well trained in how to settle children during this transition. It is helpful for parents to leave their child with a member of staff quickly, the longer you stay the more difficult it is for the teacher to settle them and for your child to calm down. Most of the time children settle very quickly once parents have dropped them off and are happy to play and explore the environment. Staff will inform you of any problems if necessary.

The end of the school day is 3.10pm. Please wait at the Reception gate where the class teacher will hand over each child, one at a time. Children will remain supervised in the classroom until a member of the team calls their name; this is to ensure all children are passed over to their adult safely.

## **Passwords: Different adults picking up children**

At the beginning of the year, you will be asked to set a password for your child. Other adults will need this password to collect your child from school. If for any reason you need to alter your usual pick-up arrangements, please inform the school via telephone. If another adult is picking up your child, staff will not allow your child to go if the staff do not know who they are / have not been informed, or if the collecting adult does not know the password for your child.



Important  
Information

### **School Website: [www.rowlandsgillprimary.org.uk](http://www.rowlandsgillprimary.org.uk)**

Most communication regarding schooling is now paperless. You can visit the school website at; [www.rowlandsgillprimary.org.uk](http://www.rowlandsgillprimary.org.uk), for information about all our upcoming events on the school calendar as well as to view all correspondence and letters. Class pages are regularly updated to demonstrate our learning.

### **Arbor Electronic Payment and Communication System:**

We are a cashless school and as such payments for school e.g. school trips, events, after-school clubs and the Early Years fund (voluntary donation of £1.00 per week to help school purchase extra resources for children in reception) etc. must be paid through the electronic system. Arbor is an easy-to-use online secure payment system. Information about how to set up an account can be viewed on the school website and you will be sent a registration email.

All communication is also via Arbor. Letters will be sent via email and notifications/reminders via 'in-app' messages. In an emergency we will send you a text message or contact you by phone.

### **Contacting Us**

This can be done via the office team who can be contacted on Tel: 01207 549359, or via our class email address. If you do send us an email, please allow up to 72 hours for a response. For anything urgent a phone call to the office is the best form of communication.

Class email: [stork@rowlandsgillprimary.org.uk](mailto:stork@rowlandsgillprimary.org.uk)

Office email: [office@rowlandsgillprimary.org.uk](mailto:office@rowlandsgillprimary.org.uk)



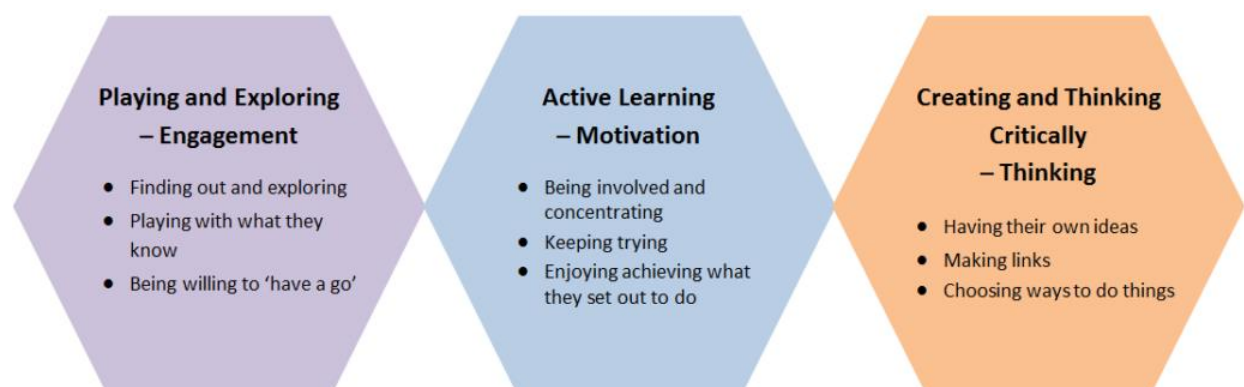
# The Early Years Foundation Stage Curriculum

Children's learning is largely play-based using high quality, age-appropriate resources. Children are supported to join in both child-initiated and adult led activities.



The Early Years curriculum is taken from the 'Statutory Framework for the Early Years Foundation Stage' and the 'Birth to Five Matters' documentation, provided by the DfE.

The Early Years Foundation Stage identifies three ***Characteristics of Effective Teaching and Learning***. These characteristics encompass children from birth to the end of the Reception year and children will demonstrate them in different ways, depending on the developmental level of the child:



The Early Learning Goals are divided into seven areas of learning and development. These seven areas shape the Early Years curriculum taught here at Rowlands Gill. These areas of learning ensure a holistic development of the children and their skills across the curriculum, building on their previous learning experiences, knowledge and skills.

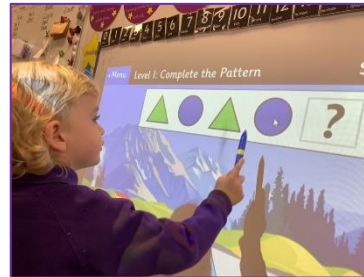
EYFS Early Learning Goals		Support in Birth to 5 Matters	
CL	Listening, Attention and Understanding	CL:	Listening and Attention
	Speaking	CL:	Speaking
PSED	Self-Regulation	<b>Characteristics of Effective Learning</b>	
		PSED:	Understanding Emotions
		CL:	Listening and Attention
	Managing Self	<b>Characteristics of Effective Learning</b>	
		PSED:	Understanding Emotions: Sense of Self
		PD:	Health and Self-care
PD	Building Relationships	PSED:	Making Relationships
	Gross Motor Skills	PD:	Moving and Handling
	Fine Motor Skills		
L	Comprehension	CL:	Understanding
	Word Reading	L:	Reading
	Writing	L:	Writing
M	Number	M:	Mathematics
	Numerical Patterns		
UW	Past and Present	UW:	People and Communities
	People, Culture and Communities		
	The Natural World (No ELG)	UW:	The World
EAD	Creating with Materials	UW:	Technology
	Being Imaginative and Expressive	EAD:	Creating with Materials Being Imaginative and Expressive

Through their play, children practise and consolidate their learning, play with ideas, experiment, take risks, solve problems and make decisions. First-hand experiences allow children to develop an understanding of themselves and the world in which they live. The development of children's self-image and feelings of self-worth and self-esteem are at the core of our Early Years curriculum.



# The Learning Environment

All seven areas of learning are taught through a combination of child-led and adult-led learning experiences. The classroom environment is set up to support child-led, playful learning experiences, through carefully resourced provision. These resourced areas enhance the learning of all seven early learning goals. Adult-led activities take place throughout the classroom environment, with small group learning and through 1:1 experience.



## Phonics and Early Reading

Children who read or are read to regularly have the opportunity to open the doors to so many different worlds! More importantly, reading will give your child the tools to become independent life-long learners.

We can achieve this together through:

- Read, Write Inc - a program to help your child read at school.
- Encouraging children to develop a love of books by reading to them daily both at home and at school.
- Giving children access to a wide range of books at school and at home.
- Reading everyday materials e.g. signs/tickets out and about

"The more you **read**  
the more **things** you know.  
The more that you **learn**  
the more **places** you'll go."  
-Dr. Seuss

## What is Read, Write Inc?



Read, Write Inc (RWI) is a complete phonics and literacy programme which helps **all** children learn to read fluently and at speed so they can focus on developing their skills in comprehension, vocabulary and spelling. RWI was developed by Ruth Miskin and more information on this can be found at: <https://ruthmiskin.com/en/find-out-more/parents/>.

## Early Reading

As a school we place a high value on reading and we have the expectation that parents/carers will read daily with their children at home. Reading is essential to success! Please read with your child as often as you can - school books, library books, any books at all. Reading to your child is as important as them reading to you - so share a book whenever possible.

Each day your child will bring home a reading book matched to their reading level and their reading record. This needs to be brought back and forth daily.

They will also bring home a reading for pleasure book which your child has independently selected, these are to share together. Please engage with this at your child's developmental ability and give lots of praise!



# Tapestry

At Rowlands Gill, we use the Tapestry Online Learning Journey system. All children in Reception have a personal on-line Learning Journey which will contain observations, photographs and videos documenting key moments of learning and progress. The evidence collected is a record of your child's experiences and achievements during their time with us and will be linked in to the Early Years Foundation Stage curriculum. You will be given login details for Tapestry when your child starts school.



When children are playing in the classroom environment, it is the role of the adult to nurture those playful experiences into learning opportunities. Adults will observe and interact with children's play. Staff can then plan enhancements and activities to support and challenge children's learning and development.

Children are assessed throughout the year and parents will be kept informed of their progress and development through parents' evenings and an end of year report.

In addition to our contributions, we encourage you to add your own photographs/comments of your child's experiences at home, for example learning or family events, so your child can share their home experiences and development. In class we will use these in small group sessions to develop recall, communication and language as well as social and emotional skills.

# Key Worker



When your child starts in September, a member of the Reception Team will be assigned as their key worker and will be responsible for their care. The key worker will ensure that the needs of each child in their care are met and will build up a relationship of trust through a process of responding sensitively to their feelings, needs and behaviour. The key worker, and other staff who work closely with your child, will observe them in their play which in turn will enable them to plan appropriate opportunities and experiences that will best meet their needs and interests.



## Plan Do Review

Plan, Do, Review is a big part of our day in Reception and encourages children to not only plan what they are going to do but to also develop important life skills such as negotiation and time management.

After discussing the activities and exploring the resources within the classroom, grown-ups and children plan together. They decide which areas of the classroom they are going to work in and discuss what they might do. Children then follow their plan in the classroom. The adults use observations, which will be added to Tapestry when appropriate, to plan children's next steps in learning and keep families updated of development. During this time, staff are solely led by the child and will act as a play partner to teach, in the moment, addressing learning and next steps.

# Daily Routine

**8.45am:** Doors open for "soft start"



**9.00am:** Registration/Welcome time

Register

**9.30am - 11.20am:** Child initiated play - adult supported play (free-flow inside and outside) and adult guided small group activities

**11.20am - 11.40am:** Phonics



**11.40am - 12.30pm:** Lunch time



**12:30pm:** Registration and Maths

**1.00pm - 2.50pm:** Plan, Do, Review time, adult supported play (free flow - inside and outside)

**2.50pm - 3.10pm:** Story time and get ready to go home



**3.10pm:** Doors open for home time



## Snack

Children are provided with a healthy snack and can access this, through our snack café, throughout the day.

We provide a range of new, exciting snacks for your child to try during snack time and through planned activities. If your child has any allergies to foods, please let a member of staff know immediately. A dietary requirement form will need to be completed.

Children are asked to bring their own named water bottle (**NO JUICE/SQUASH**) into school every day. This will be re-filled by staff throughout the day.

# Absence from School/Illness

Our school target for a pupil's attendance is **97%**.

## Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or for a medical appointment.
- Contacting the school office by telephone and leaving a message on the student absence line on the morning of any absence. Please provide the pupil's name, class and the reason for absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we require evidence from the doctor or dentist e.g., an appointment card or letter.
- Making requests for authorised absence in term time, **only if absolutely necessary**, as these are not automatically authorised. We are unable to authorise holidays taken in term time.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

# Special Events and Visitors

We love new friends joining us and helping us find out about our world, both in person and virtually. We have a variety of special events across the year, which we link to the interests and learning opportunities that arise. This helps bring the curriculum to life and gives real world meaning to learning.





# Parental Involvement

Parents will be invited to two parent consultation meetings during the year so we can provide an update on your child's progress. You will also be given the opportunity to discuss the '**Learning Journal**' which is a record of your child's learning and development. However; we do have an open-door policy and you are welcome to contact us at any time. If it is a brief discussion this could take place at the beginning of/end of the day, otherwise please make an appointment or contact us using the class email address.



## At Home:

- Support your child to be independent.
- Read with your child the reading for pleasure book which is sent home on a **Friday** and is to be returned to school the following week.
- Support your child to read their reading scheme book. These are changed after 3 reads and must be brought to school daily.
- Upload events and learning from home onto Tapestry.
- Engage with homework – evidence of this can be uploaded onto Tapestry, or prompts via pictures/objects can be sent in to class to support recall. Homework is sent out via Tapestry on a **Friday** and is to be completed for school the following week. Your child will share homework during the week with their friends and find out what other children get up to in their spare time. It is also a super way of encouraging your child to practice writing at home.

## Views from our children:



"I love to play with the big blocks."



I love reading

I like the howm area.  
I like to play with sam.

"I like playing on the bikes."

I like Maths, English and Art at Rowlands Gill Primary School because my teachers make lessons fun.

• I like field trips because we go to fun places



I like my teachers at Rowlands Gill Primary School because they are kind and helpful.

I also like the school dinners because they are healthy and yummy!



## Views from our parents:

*“My daughter’s experience of reception has been wonderful, she has made lovely friends and thorough enjoys coming to school. I am extremely impressed with how quickly her reading and writing have come on in such a short space of time. The setting is wonderful, full of interesting & fun areas for engaging play.”*

*“My daughter happily bounces into class every morning, so excited to learn and very eager to practice new things at home. Great learning environment and great staff.”*

*“In the time that our daughter has been in Reception it is clear that she is being well cared for and well. Her passion for practising her reading, writing and numeracy at home is wonderful to see. We are really happy with her progress, and very appreciative of the genuine effort of her teachers and the wider staff to look after her.”*

*“I just wanted to say thank you and how overwhelmingly grateful I am with the support and individual care that my son has received in school. To me, it is this holistic approach to the wellbeing and education of our children that it is of the utmost importance.”*

*“We couldn’t praise your fantastic school and staff more and we know our children will be cared for and educated in a way that individually suits their needs so they can thrive to be their best selves within school.”*



# Friends of Rowlands Gill Primary School (FoRGPS)

This is a charitable organisation (charity no.1050183) run **wholly by volunteers**, comprising of parents/carers and grandparents of the pupils at Rowlands Gill Primary School. Through partnership with the school they aim to enhance your child's school experience by organizing events, and through funding special projects which the school could not otherwise afford for the children. Their work has also recently supported the purchase of laptops for the children and the setting up of Forest School.

The group relies on willing parents/carers/family members to help out for as little as one hour per month, help is always needed with the following jobs:

- Help running a stall at an event
- Baking cakes to sell
- Distributing event posters in the local area
- Securing donations/funding
- Supporting to organise events and projects
- Suggesting and promoting fundraising ideas
- Using your professional skills to help with the management of the FoRGPS committee



**Join us – all welcome!**

