

Folkestone St. Mary's Church of England Primary Academy



Reception Handbook

Book Bag- to be purchased from the school office and brought to school every day. No other big bags for health and safety reasons please. The book bag will contain the learning log, contact book, reading book and other letters or information.

Water Bottle— children should bring a water bottle to school every day, and take it home every afternoon to refill it with fresh water. Water bottles should only contain plain water and not juice or any other drink.

Milk— children have the opportunity to drink milk each day. **There is no cost for milk until pupils enter year one.**

Fruit— children may bring a piece of fruit everyday which they can eat at milk and fruit time, only fruit/vegetables are permitted and no other snack is suitable. Please ensure all fruit and vegetables are named. These can be pre-cut and put in a named plastic pot.

Free Fruit- in the afternoons, children are offered a free piece of fruit from the government's free fruit scheme for under 7 year olds.

Contact Book— please use this book to inform your child's class teacher about your child's progress and to write brief, non-essential notes to your child's class teacher. This book will also be used to record the current book your child brings home, for a comment on your child's reading to be added and to keep a log of the book read.

Parent Support Advisers (PSA's) - Mrs Errington and Mrs Bull are the Foundation and Key Stage 1 PSA's. In the morning and afternoon Mrs Errington will stand at the entrance to the infant department. Mrs Bull will stand on the Woodland exit gate at home time. They are available for you to pass on any messages to your child's class teacher. All messages are delivered to class teachers during registration. The teacher will not be available in the mornings for lengthy conversations as at this time, it is their role to settle the children and begin learning time. Class teachers are very happy to speak with you at the end of the school day after the children have gone to their parent/guardian.

Reading- children will not be heard to read individually every day unless there are adequate parent helpers. The class teacher and/or teaching assistants will teach your child to read in small groups (read, write inc. and guided reading). The main teaching of reading skills occurs during our daily read, write inc. lessons.

Learning Log— a home/school diary. Each child will complete a page at school each week and bring it home for you to read on a Friday. Please read this each weekend as this is how we keep you up to date with information and events. Children can draw pictures, stick in photographs and write about events from the weekend and holidays.

Superstar Tokens- to be filled in by parents/carers to inform the teacher of your child's achievements at home and then brought in to school to celebrate in assembly, for example completing a swimming badge, practicing reading, writing, number work or learning a new skill. If you require additional superstar tokens please write a note in your child's contact book.

Parent Helpers- parents who wish to assist a class teacher by hearing children read, play number/word games or have a specific skill should speak to Mrs Errington (Extended Schools Officer). Criminal record checks will be necessary before a parent helper can begin.

Parent Support—the mobile classroom next to the Nursery and infant playground is open after school for parents to drop in to see Mrs Milton (Child Liaison Officer).

Breakfast Club- runs from 8am to start of school, see school office/Mrs Milton to discuss details.

Funky Monkeys- after school club runs in the Nursery building from 3.15-6pm, see main school reception for places and cost.

School Dinners- all children in reception are entitled to a free school meal. If your child has any dietary requirements please fill in a dietary form.

Packed Lunches— children are able to have a healthy packed lunch instead of a dinner. Children should bring this to school with them each morning. If your child would like to swap dinners/lunches please write a note in the child's contact book giving us one weeks notice.

Absence- children should arrive at school between 8:30 and 8:45am, should your child be late for any reason, please see Mrs. Errington. She will sign your child in late. If your child is unwell please phone the school office that morning (01303 251390) and bring a note on their return to school.

Medical- If your child requires medication to be given during the day please speak to the staff in the school office. We can only accept antibiotics that are prescribed by a doctor to be administered four times a day.

The teachers are happy to talk with you at any time. Please arrange informal/formal meetings with your class teacher at the end of the school day. Alternatively, if it is important, please contact a PSA or call the school office.