

Widford Lodge Early Years Foundation Stage Reception Class

Widford Lodge School, Widford Road, Chelmsford, Essex CM2 9AN
Tel: 01245 352581



Reception Information Booklet 2024

During the academic year 2021-2022, we conducted a questionnaire among the school community to establish which core values are most important to everyone. While there are many relevant principles, input from the parents, pupils and staff allowed us to distinguish five of the most popular core values: these represent the intrinsic principles that will guide our actions and serve as our cultural cornerstones. The logo was also designed by pupils. We use the acronym “HEART”, where each letter represents one of these key values, as follows:

Honesty

Empathy

Acts of Kindness

Respect

Tenacity

Widford values are at the HEART of everything we do!



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Widford Lodge School Contact Details:

School Office: **01245 352581**

The office is open:

Monday to Friday 8.00am to 5.30pm

e-mail: admin@widfordlodge.co.uk

or shilton@widfordlodge.co.uk

Visit our website: www.widfordlodge.co.uk

Introduction

Welcome to the Widford Lodge Reception class. We hope that this booklet answers some of the questions you may have about life in the Reception class. However, if you do have any questions or concerns, please do not hesitate to ask.

The Reception class is part of the Early Years Foundation Stage which also includes the Pre-School. All children start in Reception in September and spend the year with us before moving into Form 1 and Pre-Prep (Key Stage 1).

We aim to make the transition to Reception as smooth as possible and ensure continuity and progression. The first term is all about making new friends, settling into a different routine and exploring.

Be assured that in Reception and throughout the Pre-Prep, our main priority is that the children are happy and enjoy coming to school. If ever you feel concerned or worried about **anything** please feel free to make an appointment to talk to your child's teacher.

Mrs Stacy Hilton - Reception Class Teacher and Joint EYFS Leader

Key Person

For all children in Reception, their Key Person is their class teacher. The role of the Key Person is to:

- To ensure that care and learning is tailored to individual needs
- Help children become familiar with the setting
- Offer a settled relationship for the children
- Engage and support parents in guiding their child's development at home

Important Information Forms

Please ensure you have completed and returned the following forms to school.

- Data Collection and Medical Form
- Pupil Information Details Form
- Internet Permission Form
- Parent Authorisation Form
- Media Permissions Form
- Parent Agreement
- Residency Form
- Birth certificate
- Evidence Me letter

These are very important, please ensure you complete and return them as soon as possible.

The Parent Authorisation form lists any adults (including family members) who have your authority to take your child from the school premises. *You may wish to notify your child's teacher of changes to the list at any time.*

The emergency telephone numbers will be used if your child is taken ill or has an accident requiring your attention whilst at school.

Please ensure that you notify the school immediately of any changes to these numbers via the SIMS Parent App.

We like to send you photographs of the children throughout the year and also to include class and group photographs in our newsletter and on our private twitter account. If you have reservations about giving approval for this on the form we have sent you please discuss these with us before you circle "No" as this does make things challenging logistically and your child would have to be left out of some photos and records of their time with us.

Allergies

Please advise us of any allergies your child may have. **Under no circumstances should any nut products be brought to school. The class teacher will inform you of any severe allergies which a child may have in the class and we ask that you give this serious consideration when planning and preparing morning and afternoon snacks for your child.**

Uniform

In Reception we are keen to promote smart and tidy pupils who take pride in their appearance. They must wear the appropriate uniform at all times and we really do appreciate your help in this matter. If your child has forgotten an item of uniform, please let the form teacher know.

IMPORTANT: No blazers or hats are required in the Reception class

Items from Schoolwear Plus can be purchased directly from:
Schoolwear Plus, Unit 1, The Bringy Centre, Chelmsford, Essex, CM2 7JW
Tel. 01245 491170 schoolwearplus.com

WIDFORD LODGE UNIFORM - RECEPTION

BOYS' UNIFORM

Garment	Colour	School Logo	Supplier
School Shorts	Grey	No	
Polo Shirt	White	Yes	Schoolwear Plus
V-neck Sweater	Grey/Teal Trim	No	Schoolwear Plus
Socks (long or short)	Grey/Teal Trim	No	Schoolwear Plus
Shoes	Black	N/A	
Fleece	Navy Blue	Yes	Schoolwear Plus
Scarf	Grey/Teal	N/A	Schoolwear Plus <i>Optional Item</i>
Winter woollen hat	Navy Blue	Yes	Schoolwear Plus
Rain Jacket	Navy Blue	Yes	Schoolwear Plus
Winter Coat	Plain Grey/Navy Blue (no fur)	No	
School sun hat	Navy Blue	Yes	Schoolwear Plus
Drawstring bag *	Navy Blue	No	Schoolwear Plus
Book Bag	Navy Blue	Yes	Schoolwear Plus

GIRLS' UNIFORM

Garment	Colour	School Logo	Supplier
Pinafore	Grey	No	Schoolwear Plus
Polo Shirt	White	Yes	Schoolwear Plus
Summer Dress (from summer term, can also be worn in September)	Blue/White Striped	No	Schoolwear Plus
V-neck Cardigan	Grey	Yes	Schoolwear Plus
Tights	Grey	No	
Socks	White (long or ankle)	No	
Shoes	Black	N/A	
Fleece	Navy Blue	Yes	Schoolwear Plus
Scarf	Grey/Teal	N/A	Schoolwear Plus <i>Optional Item</i>
Winter woollen hat	Navy Blue	Yes	Schoolwear Plus
Rain Jacket	Navy Blue	Yes	Schoolwear Plus
Winter Coat	Plain Grey/Navy Blue (no fur)	No	
School sun hat	Navy Blue	Yes	Schoolwear Plus
Drawstring bag *	Navy Blue	No	Schoolwear Plus
Book Bag	Navy Blue	Yes	Schoolwear Plus

SPORTS KIT FOR ALL RECEPTION PUPILS

Garment	Colour	School Logo	Supplier
Axis Shorts	White Cotton	Yes	Grays
Photon Polo Shirt	White	Yes	Grays
Ankle Socks	White	No	
Trainers	White	N/A	
Quest Fleece Tracksuit top	Navy Blue	Yes	Grays
Jogging bottoms for Reception pupils only	Navy Blue	Yes	Grays
White baselayer top	White	No	Grays <i>Optional item</i>

Items from Grays international are purchased online from

<https://www.graysteamsports.com/collections/widford-lodge-school?ref=13662>

Pupils with long hair should have it tied back with discreet black, grey or navy blue bands throughout the school day and pupils' hair should be out of their eyes and off the collar.

* Drawstring bag – bag for change of clothing to be kept at school.

Items that should be included in the bag are:

Underwear

Black plimsolls

Socks

Navy jogging bottoms

Please note:

If your child is still gaining confidence in the area of toileting, you may wish to consider sending in two or three changes of clothing. If your child has had a change of clothing, they will take their bag home with them. Please restock the bag and return to school the following day.

Important:

- PLEASE ENSURE THAT ALL ITEMS ARE NAMED.
- Boys can wear their joggers with the Widford Logo instead of grey shorts when it is cold.
- Raincoats and school fleeces are to be kept at school. If raincoats are taken home, please ensure they are returned the next day in case of rainy weather.
- Earrings cannot be worn for any PE lessons and staff are not permitted to take pupils' earrings out or put them back in.
- Children should only wear laces if they are able to tie them.

The Early Years Foundation Stage

We follow The Early Years Foundation Stage framework from our Pre-School through to the end of the Reception year.

Our approach is thematic and centred around the children learning through play and exploring. We encourage the children to be 'Active' learners using their own ideas and choosing various ways to do things.

The Early Years Foundation Stage is made up of 7 Areas of Learning and Development. There are 3 Prime Areas and 4 Specific Areas.

Prime Areas:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Throughout the year we will be collecting evidence of your children's achievements. We do this in two ways: we collect the children's work as evidence and also create Learning Journeys of photographs, Wow moments and comments. We are required to undertake a baseline assessment of the children as they begin the year and produce a written summary of your child's progress at the end of the Reception year; this is called the EYFS Profile. I will be explaining how this works and how you can get involved at the Parent Information meeting on **Tuesday 2nd July 2024 at 5pm** in the school hall.

The page that follows is a summary of a Parents' Guide to the EYFS Assessment. It provides useful websites and further sources of information if you wish to find out more.

Parents' Guide to the EYFS Assessment:

What is the Early Years Foundation Stage?

The Early Years Foundation Stage (EYFS) is how the Government and early years professionals describe the time in your child's life between birth and age 5. It is a framework setting the standards for learning, development and care for children during this period. Nurseries, pre-schools, reception classes and child minders must follow the legal document called the EYFS Framework.

You can ask for information about your child's development at any time and there are two stages (the "progress check" at age 2, and again at age 5) when the professionals caring for your child must give you written information about how he or she is doing. The written summary of their progress at age 5 is called the EYFS Profile.

We also undertake a 'Baseline Assessment' of the children as they begin their time in Reception. This is a series of assessment tasks that each child attempts individually with their teacher. The results will help to inform teachers where children are and what help and support they require.

As a mum or dad, how can I help with my child's learning?

All the activities that you do with your child at home are important in supporting their learning and development, and have a really long-lasting effect on your child's learning as they progress towards and through school. For example, talking, reading, singing nursery rhymes with your child or cooking and baking with them. Even when your child is very young and is not yet able to talk, you talking to them helps them to learn and understand new words and ideas.

Parents often underestimate what they can do to support their child's development. If you feel unsure of what to do at home to support your child's learning, you can find a wealth of information online. Many libraries offer story and rhyme time sessions that you and your child can join, and many of the other literacy activities they provide are free. Staff can also give you advice about the kinds of books or other activities your child might enjoy at different ages. They can give you ideas on how you can help your child learn.

Where can I go for further information?

Other guidance is provided at **www.foundationyears.org.uk**. The EYFS statutory framework is available on the Foundation Years website as well as the Department for Education website: **www.education.gov.uk/publications**

The Curriculum

Reception is part of the Early Years Foundation Stage (EYFS), under which children are taught, assessed and given opportunities to explore through seven areas of learning. These are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The curriculum comprises both child-led and adult-led activities and is a natural progression from the Pre-School setting.

The following is a brief synopsis of the curriculum content in each area of learning.

Communication and Language

Speaking and Listening

Class discussions take place frequently. Children will be given opportunities to talk freely about themselves or things that interest them as well as give their opinions on a range of subjects. Activities will include those that enable children to listen with enjoyment, and respond to stories, songs and other music, rhymes and poems and make up their own stories, songs, rhymes and poems.

We consider it very important that all children learn to listen carefully when others are talking and appreciate their opinions.

They are also given the opportunity to present an assembly to the school and participate in the Reception Festive Play.

Physical Development

The class enjoy twice weekly P.E, dance, yoga, gymnastics or games lessons during which focus is placed on coordination and control. These lessons involve children working as a whole class, in teams, with partners and individually.

Children are given plenty of opportunities to use small and large equipment inside and outdoors throughout the day. We have resources which help to improve hand/eye coordination and movement.

Our outside play equipment includes the daily use of the EYFS garden, which has climbing equipment, bikes and scooters.

We teach the children the importance of keeping healthy and how to look after our bodies. We promote hygiene, healthy eating and exercise.

Personal, Social and Emotional Development

Personal and Social Development includes P.H.S.E.E (Personal, Health, Social & Economic Education).

We work hard to help children develop: a positive sense of themselves and others; respect; social skills; a desire to learn by using the tools and resources in their surroundings. We endeavour to promote an environment that supports children's emotional well-being by creating a caring, secure context. We incorporate **Spiritual, Moral, Social** and **Cultural** development (SMSC) into our teaching and learning. All schools in England must show how well their pupils develop in SMSC.

Spiritual: Explore beliefs and experience; respect faiths, feelings and values; enjoy learning about oneself, others and the surrounding world; use imagination and creativity; reflect.

Moral: Recognise right and wrong; respect the law; understand consequences; investigate moral and ethical issues; offer reasoned views.

Social: Investigate social and moral issues; appreciate diverse viewpoints; participate, volunteer and cooperate; resolve conflict; promote the fundamental 'British values' of democracy, the rule of law, liberty, respect and tolerance

Cultural: Appreciate cultural influences; appreciate the role of Britain's parliamentary system; participate in cultural opportunities; understand, accept, respect and celebrate diversity.

Literacy

Reading

Learning to read is a main priority of our Reception curriculum. The enjoyment of books and reading is seen as the key to the progress of a child's reading development.

Strategies used to promote and develop their reading skills include:

- Regular reading sessions with the teacher or learning support assistant
- Reading diaries - a record of daily school and home progress
- Library time
- Learning the letter sounds in daily Phonics sessions and application of these
- Developing an ability to hear blends
- Recognising High Frequency and Tricky words

Writing

The development of writing skills is a carefully structured process. We aim to instil an enjoyment of writing and an understanding of the many purposes for which writing is used:

Many strategies are used to develop writing skills and they include:

- Letter formation practice
- Using 'sound buttons' to segment (sound out) words before spelling them
- Understanding the difference between a letter, word and sentence
- Understanding how to write a sentence by leaving spaces between words, using full stops and rereading sentences to ensure they make sense.
- Spelling tricky words

It is important to remember that children progress at different rates and that writing independently is a skill that individuals achieve at varied times.

Mathematics

We follow the Reception class stage of the 'Abacus' Mathematics scheme as well as the White Rose Scheme. In following this, they study blocked units during the course of the year, including:

- Sets - recognising differences in quantity when comparing sets
- Number patterns/sequencing
- Numbers to 30, developing an understanding of the value of numbers
- Number bonds to 10
- Estimation
- Addition and subtraction
- Sharing
- Interpreting data
- 2D and 3D shapes
- Measurements, time, capacity and money
- Problem solving and investigations
- Number-related language to describe position and compare quantities

Understanding the World

Understanding the World is a very practical and enjoyable subject where the children are encouraged to be enquiring and ask questions as they work. We aim to build upon their natural curiosity to develop an enthusiasm for learning.

They will acquire knowledge and skills during their Understanding the World work, which is usually taught as "topics". Topics in the past have included:

- Myself and Others
- Festivals and celebrations
- Traditional tales
- How times have changed
- Journeys
- Famous People
- Famous Artists
- Dinosaurs
- Space
- Growing
- The weather and seasons
- Land and sea animals
- Minibeasts
- Adventures

Opportunities are provided in the class to use technology, including computers, iPads, SMART boards, cameras, remote controls and robots.

Expressive Arts and Design

We aim to extend every child's creativity. We provide support for their curiosity, exploration and play by using the materials and resources to allow them to effectively explore opportunities and share thoughts, ideas and feelings. This includes activities related to art, music, movement, dance, imaginative and role-play activities, mathematics and design and technology.

The nature of the EYFS is all about exploring children's ideas and using these to promote learning through activities inside and outside.

Other subjects taught as part of the Reception curriculum include:

- French with a specialist teacher
- Music with a specialist teacher

Our Daily Routine and Staff to Children Ratio

8.40 a.m.	Registration/Assembly
	Learning time
10.15 a.m.	Morning snack
10.25 -10.45 a.m.	Playtime
	Learning time
11.45am	Lunch
12.20pm	Fine motor roundabout
12.40 pm – 1.10 p.m.	Playtime
	Learning time
3.00 p.m.	Story or circle time
3.15 p.m.	Afternoon snack
3.15 – 5.30 p.m.	Late Stay (until 5.30 p.m.) There is a charge of £5.00 per session: (3.15-4.00pm) (4.00-4.45pm) (4.45-5.30pm).

Some variations do occur due to the nature of an EYFS setting, a more detailed timetable is sent home at the beginning of each year.

Staff ratios for supervision are within regulatory guidelines at all times, including the mandatory staffing ratios for EYFS supervision. Each Reception class has a class teacher and a learning support assistant supporting learning throughout the day.

Homework

Children in Reception are given reading homework each night. They are encouraged to practise their phonics, maths skills and recall of number facts throughout the week.

Weekend homework will usually consist of activities that will consolidate skills or concepts taught during the week at school.

The 'All About Me Book' is to be filled in throughout the year at home. The children bring these to school and share their family news and events.

Parents are encouraged to help their children with their homework by dating and signing their child's Reading Diary, which will come home every night. It is also helpful for teachers to know the level to which a child understands as well as how much assistance has been given during weekend homework tasks.

Assessment and Reports

The children are assessed continually throughout the year. The EYFS has its own assessment process which is matched to the seven areas of learning. Throughout the year, class teachers and Learning Support Assistants will observe, collect evidence and record anything that shows children are independently demonstrating skills. During the first few weeks, we undertake 'Baseline Assessments' to accurately assess where children are starting from.

Children develop and achieve at different stages and there is no right or wrong way; it is down to individual progress and is not competitive. When the children progress into Pre-Prep (Key Stage 1) they will continue to work on the Development Matters if this is needed and then progress onto the Key Stage 1 curriculum.

Parents will receive a report at the end of the Autumn and Summer terms. These reports comment on the progress your child has made in the seven areas of learning, and outline targets for next steps.

Parents' and Information Evenings

There are three Parents' Evenings each year. These are formal evenings, for which appointments are made. The first is an information sharing evening to find out how your child has settled in. The second in the Spring Term is to discuss overall work and progress.

At the end of the Summer Term there is another opportunity to have a formal meeting with the class teacher to discuss the Foundation Stage Profile results and discuss next steps for Form 1.

Before joining the class, those children who are new to the school may have a home visit by an EYFS staff member.

Part-Time Option

Parents have the option for their new Reception child to start part-time. All children will attend school every morning but parents who would like their child to start part-time have the option of picking up each day at 11.45am. We anticipate few parents will take this option, full fees will still be payable. However, if your child is anxious or unsettled about starting school it might be an option for parents to consider. This option will be for a maximum of 6 weeks. After the initial half term (November onwards) all children are required to attend full-time. **Please email Mrs Hilton by 21st June 2024 if you would like to take the part-time starting option.**

Early Birds and Late Stay

Early Birds is held in the Pre-School. Children will be taken to Early Birds if they arrive at school before 8.30am. The staff on duty will supervise and register each child. This ensures we are aware of every child in school in the case of an emergency. Early Birds is only available for working parents who require childcare before 8.30am.

In the summer term of 2024 we are trialling a breakfast club between 7.30am and 8am; if we proceed with this for September we will send you the details nearer the time.

Late stay is held in the Pre-School until 4.15pm and then in a classroom in the Main School from 4.15pm to 5.30pm.

Late stay runs from 3.15pm to 5.30pm at a cost of £5 per child per session. There are three sessions each day: (3.15pm to 4.00pm) (4.00pm to 4.45pm) (4.45pm to 5.30pm). If you wish to use this service you must inform the teacher on the day and make payment via our current payment system prior to your child attending.

Similarly, when necessary any child is able to stay later. Please notify the Reception teacher of this and make payment via School Gateway. At 3.15p.m. the children eat their Late Stay snack. At 3.25p.m. they will be taken to Late Stay. They can be collected from Late Stay at any time up until 5.30pm.

Going Home

We **never** allow a Reception child to leave the school with anyone unless they are listed on the Parents' Authorisation form or their parents have previously informed us. **Parents' Authorisation forms need to be updated as your needs change. Please see the teacher in charge.**

If there is to be a change in the usual collector of a child or someone you have not listed on the collection permission form is collecting, we ask that you inform the child's teacher in the morning or ring the school office.

At the end of the day, children should not play on the astro (by Reception classrooms), in the woods or on the school equipment as these facilities may be used for clubs or lessons. As a courtesy to the Prep school who are still working, we request Reception children leave school in a quiet manner, **walking down the drive with their parents.**

Please do not stop to allow your child to play on the bike racks at the end of the drive. We have seen some horrible accidents happen when children play on these.

Please note Widford Road can be very busy so children and parents **must** always apply road safety strategies when leaving school.

Lunch

We see lunchtime as quality time for children to talk with their teachers, learning support assistants and each other. The class teacher and learning support assistant sit and eat with the children, encouraging them to use table manners as well as learn how to use their knife and fork correctly. They will be offered vegetables and fruit and encouraged to try new tastes.

A menu for the week can be found on the 'From the Study' newsletter and on the school website.

If your child has any medical dietary requirements, please let your child's teacher know as soon as possible.

Snack

The children need to bring a morning and an afternoon snack to school every day. If they are going to late stay we recommend making the afternoon snack more substantial. Children are asked to bring a piece of fruit or a small healthy snack (NO NUTS) into school for morning break. This is to be kept in a labelled Tupperware or similar container. We also ask that children bring a labelled water bottle to school every day. Please do not keep the water bottle in the school book bag so as to prevent books from being ruined. The children will need to bring in a small second snack to have during story time. Again this needs to be in a small Tupperware or just the likes of an oat bar in its packaging is fine. The children keep their snacks in their trays so the snack pots should be small and no taller than 6cm so that they fit.

Book Bag

You should purchase a blue book bag (reading folder) for your child to carry their reading books and other homework in. This can be purchased from Schoolwear Plus.

* Children in the Pre-School may have already been supplied with a school book bag.

The School Diary

The Reception classes are very much involved in many of the special occasions and events that take place during the school year.

For example:

- European Day of Languages
- Harvest
- Remembrance Day
- Festive Plays
- Family Group Events – Raising money for charity
- Easter
- Special Theme Week ‘Go Create’ in the Summer term
- Prize Giving and Sports Day
- STEAM day
- World book day

All events, including those that directly involve the Reception children are listed on the school website. www.widfordlodge.co.uk

Parents and friends are warmly invited to school events.

Trips

The Reception classes have at least two trips each year, which may include a pantomime, farm trip etc.

You will be informed of all such trips well in advance and asked to make payment via our online School Gateway facility.

Clubs

Reception children will be given the opportunity to join a club in the Summer Term. There are a selection of teacher-led clubs available. If your child is unable to attend a session, please inform your class teacher.

Birthdays

Children may bring in a 'treat' to give to their friends on their birthdays (no nuts or products with nut traces please). A commercially wrapped treat is preferable as this is easy for the children to take home.

Absences

If your child is absent from school due to illness, please ensure that you telephone the school office before 8.45 a.m. Children suffering from vomiting or diarrhoea may not return for 48 hours.

If your child has a medical appointment during school hours we ask that you complete an absence request form in advance for approval by the Headteacher. These are available from the school website or from the entrance hall just inside the front door.

We strongly discourage any absence from school due to holiday arrangements. Teachers will NOT provide extra work to accompany any absences due to holidays taken during term time.

Medicines

Parents must give all medicine, written instructions and permission to class teachers at the start of the day so they can be stored safely. Please fill out medical forms in the green medical folder, which is kept in the classroom. Asthma pumps, EPI Pens and JEXT Pens must be labelled and kept at school.

Toys

We request that toys and stickers **are not** brought into school unless requested. We appreciate that some children may require a toy/item for added security in the first few weeks of school. If this is the case please talk to the Reception teacher first.

Sun Protection

A school sun hat is required in the first and third terms. Please apply sun block before the children arrive at school.

School Gateway & SIMS Parent

At present we use School Gateway, an online payment portal for collecting parental consent and payment for trips, clubs and some equipment.

We use SIMS Parent to enable parents to maintain and update details for their family such as addresses, phone numbers and medical conditions.

Thank you for reading this booklet.

**Please email Mrs Hilton if you have
any further queries via
shilton@widfordlodge.co.uk**

**Have a wonderful summer holiday;
we look forward to seeing you on
Thursday 5th September 2024 for your child's
first day of school.**

