

# Reception Brochure 2024



Wellington  
Primary



# Welcome to Wellington Primary School.



Starting school is a memorable occasion for both you and your child, especially if it's the first time you have left them with someone else for long periods of time. Your child will have new routines to get used to and new information to take in to enable them to have a successful experience and allow them to flourish and become a lifelong learner.

This brochure is here to help you and your child settle in to this new stage in their life. It explains what your child will be doing at school and gives you tips so you can help them get the most out of their time at Wellington.

We can offer support and guidance for you as a parent. Your child's teachers and school staff will play an important role in your child's life.

They will always be happy to talk to you about how your child is getting on, answer queries and listen to any concerns you have.



# Members of staff

Although your child will have most contact with their class teacher and nursery nurse (Early Years Practitioner), there are plenty of other staff who you will come into contact with. Here is an overview to help you get to know who does what.

## Leadership Team

The head teacher runs the school, supported by the senior leadership team.

Head teacher: Mrs D. Norton

Deputy Head teacher: Mrs K. Kahlon and Mrs L. Gleeson

Assistant Head teachers: Miss C. Strange and Miss H. Koundu

Early Years Assistant Head teacher: Mrs. G Murphy

## Class Teacher

Every class at primary school, from Nursery to Year 6, has its own teacher so your child will have one teacher who they see each day in their class.

## Early Years Practitioner (Nursery Nurse)

In Nursery and Reception we have an additional Early Years Practitioner in each class who works alongside the class teacher to support your child's learning.

## School office

The administrative staff are in the school office and they are parents first port of call if there is anything you need to ask.

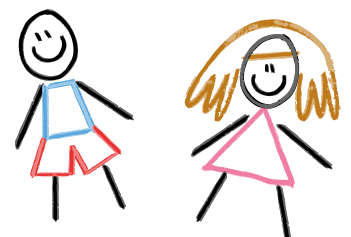
Administrative Officers: Mrs R. Koundu and Ms F. Hussain

## Special Education Needs Coordinator (SENDCO)

SENDCOs are responsible for making sure children with special educational needs receive the help they need at school. Mrs L. Gleeson is our SENDCO.

## Educational Welfare Officer (EWO)

Educational welfare officers work with families and school staff if poor attendance or punctuality is affecting a child's learning. Mrs Sheikh is our Education Welfare Officer.





# About our school

## Our Vision:

At Wellington we are truly committed to providing your children with the very best and exciting academic experience. We focus specifically on the individual needs, strengths and talents of each pupil. We ensure that our curricular provision, including thinking skills, team building, sports, arts, music and clubs, all add up to a rich holistic education.

## What is the Foundation Stage?

This is the time your child spends in the Nursery and Reception. Nursery children are aged 3-4 years and attend a half-day session or a full day, for those children eligible for the 30 hour offer. Reception children are aged 4-5 years and attend the full day. Statutory education does not begin until a child reaches 5 years of age.



## Milk

Milk is available for your child. Please visit the [www.coolmilk.com](http://www.coolmilk.com) website or call 0800 3213248 to register your child. It is free until your child is 5 years old, however you must register online, as not all children like having milk.

## Snack time

The children receive a different piece of free fruit or vegetable every day. Children do not need to bring in food from home for snack time.



# Top tips for settling in

There are certain things you can start doing now to help your child feel confident at school and manage their new routine.

## Using the toilet by themselves

The toilets for children in Reception are near the end of the Reception corridor. The children walk the short distance to the toilet with a friend from their class. They must be able to use the toilet, wash and dry their hands independently. Please ensure that your child can follow this routine before they start school. There are toilet cubicles and urinals to choose from in the boys toilets. It does help if boys are aware of what urinals are before they join us in September.

## Get dressed on their own

Your child may need to remove their jumper to put on dressing up clothes or take off their shoes to change into wellington boots for outdoor learning. Some shoes are easier for them to manage than others, such as those with Velcro straps.

## The first day



## Take your child to school yourself

This is especially helpful on their first day. Remind them who will pick them up at the end of the day too. If they are upset when it's time for you to go, stay calm and explain that you have to go, but will see them later. If you are worried, you can always phone the school later to check how they are doing.

## During the first few weeks

Some children settle in straight away, but others will take a while to get used to being at school. Expect tiredness and some ups and downs after they have started. Here are some ways that you can help your child settle in at school as smoothly as possible.

- Stay calm
- Establish a regular routine, starting with bedtime
- Ensure your child has enough sleep (at least 10 hours)
- Give them a healthy breakfast
- Allow plenty of time to get ready in the morning.



# The School Day

## Important Times

Drop off

Between 8.45am and 9am at the classroom door.

Pick up

3.15pm at the classroom door.



## Start of the Day

Do make sure you know which entrance to use. The entrance for children in Nursery and Reception is on Wesley Avenue.

It is important for the children to start every session together.

You must wait with your child until the class teacher has opened the door at 8.45am and your child has entered the classroom.

## Home Time

### Collecting your children:

Please collect your child on time. If there is no one to collect them children can become very distressed, even though we are there to reassure them. If you are delayed for any reason, please telephone (020 8570 6130 option 1) to inform us before the end of the school day.

### The Safety of your Child:

You will be required to complete a 'Collection Form', which is a list of adults (16yrs+) whom you authorise to collect your child. This is kept by the class teacher and must be kept up to date. If someone arrives at school who is not on this list, we will not let your child go with them until we have contacted you and checked that this person has your authorisation.

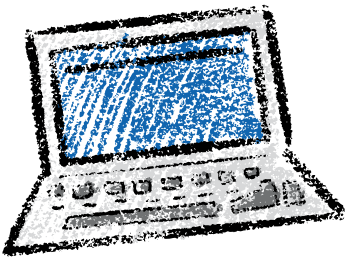
# Stay in touch and get involved

Even when your child has settled into the academic year, it is essential that you stay in regular contact with the school. Here is an overview of some of the ways you can keep in touch and get more involved.

## Keeping up to date

The school has a duty to keep you informed about your child and we will send you a detailed written report at the end of the year.

Throughout the year, we contact parents for various reasons using Parent mail or by email. Please ensure you register your account and keep your mobile number and email address up to date with the school office.



There is also a weekly school newsletter which is sent out via Parent mail email and is also on our website: [www.wellington.hounslow.sch.uk](http://www.wellington.hounslow.sch.uk)

## Parent meetings

There are meetings with parents once a term when the teacher will talk to you about your child's progress and how you can help them at home, as well as raise any queries or concerns you may have.

These meetings need not be the only time you speak to your child's teacher - please do this regularly at the end of the school day or using email.

If you have a serious concern or issue, you should make an appointment to speak to the teacher after school as soon as possible.



# School uniform

At Wellington, uniform is compulsory from Nursery to Year 6. You will need to register your parent mail account and order this online.

Uniform must be purchased before your child starts school and we expect all children to wear the full school uniform every day including black shoes. Please make sure that each item is clearly marked with your child's name.

To place an order for school uniform, please order through Sanco.

To order online - [www.sanco.co.uk/school/55/](http://www.sanco.co.uk/school/55/)

To book an appointment - [www.sanco.co.uk/page/book-appointment/](http://www.sanco.co.uk/page/book-appointment/)

The store is located at 60 Bell Road, Hounslow, TW3 3PB Tel: 020 8570 9990

School Shoes, trousers, skirts and dresses can be purchased from other retailers - such as Asda, Tesco, Primark.



## Girls

- White shirt or blouse (short sleeves or long sleeves)
- Dark grey pinafore, skirt or trousers
- Burgundy 'V-neck' knitted jumper or cardigan
- Grey socks or tights
- Black flat shoes
- Hair bands and hair clips (if worn) must be maroon in colour.
- Hijabs (if worn) must be maroon, black or white

**In the summer term, girls can wear:**

- Burgundy gingham dresses (with white socks or tights only)



## Boys



- White shirt (short sleeves or long sleeves)
- Dark grey trousers
- Burgundy 'V-neck' knitted jumper
- Grey socks
- Black flat shoes

**In the summer term, boys can wear:**

- Short sleeve white shirts
- Grey shorts

## PE Kit

- White T-shirt
- Burgundy shorts or jogging pants
- Black trainers

Your child will need to have a PE kit at home ready to wear to school on their PE day from October.



# School Equipment

Your child will need to bring certain things to school on a regular basis.

## Your child will need:

- a Wellington drawstring PE bag for hanging spare clothes on their peg
- a Wellington book bag
- a water bottle with a sports cap so water is not easily spilled

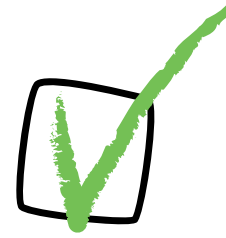
It is your responsibility to ensure that all of these items are clearly marked with your child's name.



## Please do NOT let your child wear:

- jewellery (only small plain gold / silver studs are permitted)
- make-up or nail varnish
- trainers when it is not a PE day
- You **must not** shave off your child's hair, without a medical reason for doing so. Hair styles with 'steps', lines, patterns or symbols cut in to them are also not permitted

# Attendance



## Every day matters:

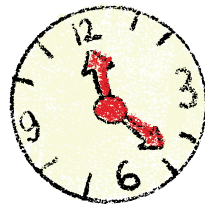
Children who miss school regularly find it difficult to keep up with schoolwork and can start falling behind. In addition, missing out on the social aspect of school, especially during the primary years, can make it more difficult for children to make and keep friends.



## Problems with attendance:

As a parent, it is your responsibility to make sure your child attends school regularly and, by law, it's an offence to fail to do so. Sometimes, though, for a number of reasons, a parent can find it difficult to get their children to school every day.

If you are struggling to ensure your child attends school each day, whatever the reason, please talk to the class teacher about how the school can help.



## Lateness:

It is very important that your child arrives at school on time within the staggered start window for registration.

If your child is late and arrives after the register at 9am, you will need to walk around the outside of school and sign them in at the office. Persistent lateness is monitored and can be referred to the Education Welfare Officer at Hounslow Council.



# Absence

## Sickness

If your child is ill, please contact the school before 9am on the first morning of your child's illness, as the staff will be concerned if they do not hear from you.



Please call **020 8570 6130** - Press 1 for Infants and 1 again to leave an absence message

If your child has a cold or a cough they should be brought into school. Calpol can be given for slight temperatures.



## Appointments

Doctors' appointments should be made out of school hours. Dental and optician's check-ups must be booked during school holidays, except for emergencies e.g. a filling breaking or falling out. If your child does have an appointment during the day, please bring them in before and after the appointment, as a missed session will affect their attendance.

## Holidays

It is important to us that our children get the best possible education, so our policy is not to authorise term-time holidays. If there is a reason you want to take your child out of school during term time, even if it is for just one day, you must fill in a request form from the school office. Only schools can authorise an absence. If they do not and you still take your child out of school, this period of leave will be marked down as unauthorised on your child's attendance record.

When term-time leave is taken the details will be forwarded on to the Local Authority who will issue a Fixed Penalty Warning Letter. If a second period of leave is taken the Local Authority will automatically issue a Fixed Penalty Notice (fine). The current fine is £60 per parent per child.

**Term-time leave may also result in the loss of your child's school place.**


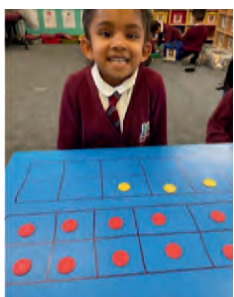


# Learning in Nursery and Reception

Teaching within the education system is split into stages.

The Revised Early Years Foundation Stage (EYFS 2021) sets out how and what children need to learn up until the end of their Reception year, from 0 - 5 years of age.

In the EYFS, there are seven areas of learning and development.

Prime Areas		
<b>Communication and Language</b> Listening, attention and understanding Speaking	<b>Physical Development</b> Gross motor skills Fine motor skills	<b>Personal, Social and Emotional Development</b> Self-regulation Managing self Building relationships

Specific Areas			
<b>Literacy</b> Comprehension Word reading Writing	<b>Mathematics</b> Number Numerical patterns	<b>Understanding the World</b> Past and present People, culture and communities The natural world	<b>Expressive Arts and Design</b> Creating with materials Being imaginative and expressive
			

# A Day in Reception

The school day starts between 8:45 and 9am. Children go in to the classroom and put their belongings in the appropriate places before the teacher completes a register.

The day comprises of two sessions of teaching and learning. Each of these sessions begins with whole-class learning on the carpet.

The children then participate in a range of activities in both the indoor and outdoor learning environments.



The Class Teacher and Early Years Practitioner will lead or support the children's learning throughout the day and the children will be expected to spend some of their time working independently.

The children have their lunchtime between 11.50am and 1.00pm. They wash their hands before they have a school dinner or eat their packed lunch. When they have finished they are allowed to play outside for the remaining time.

The children tidy up towards the end of each session and come together as a class to celebrate their learning.

At the end of the day, they enjoy a story time session with their teacher.

The children then collect their water bottles, book bags and coats. The school day ends at 3.15pm.



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# Helping your child learn

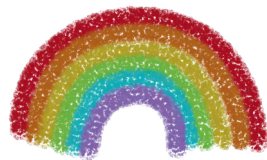
You can help your child do well at school by ensuring they go every day. The photos in this brochure show you just how much they enjoy learning with their friends! There are plenty of ways they can build on this learning outside of school too - just through playing and being involved in everyday activities with their family and friends.

For example, encourage your child to observe and talk about their surroundings with them whenever you can. Everywhere you go there are things to read and recognise - whether you are shopping, waiting for a bus, visiting a museum or sitting at the doctors. Even young children can be helped to read notices and signs around them, and understand what they mean.

Get into the habit of reading a book at a time that suits you both. It doesn't have to be for long - just 10 or 15 minutes. Talk about the plot, the characters and discuss what might happen next.

If English is not your first language, make sure you continue to speak and read to your child in your own language too. That way they will develop their language skills and this will make learning English much easier. You can also talk to your child about their day at school, as children do better at school when their parents show an interest in what they're learning.

Once your child starts school, it is important to still make time to do activities together outside of school as a family - for example: going to your local library, park, museum or leisure centre.



We look forward to welcoming you and your child to Wellington very soon.



# FAQ Reception

## 1. How many children will be in a class?

The children in reception will be in classes of up to 30 children.

## 2. How many adults will be in the class?

There will be two fully qualified members of staff with each class in accordance with legal requirements.

## 3. What will happen if my child cries when I leave them during the first few weeks?

We will comfort your child, however if your child is still upset after 30 minutes, will call you to come and collect your child and discuss modified transition arrangements to help your child to settle. This will mean your child might just come to school for a short period of time daily, which can be increased as your child gets used to spending time apart from you.

## 4. Will I be able to come in to the classroom with my child?

Unfortunately no - parents will not be able to enter any of the classrooms to help the children to settle quicker.

## 5. When can I speak to the teacher?

The staff will have time to speak to you at the end of the school day.

## 6. Where are the toilets and will my child be able to go to the toilet whenever they want to?

The children have their own toilets at one end of the reception corridor and they can go during play and learn sessions.

## 7. Will a member of staff take my child to the toilet and help my child to go to the toilet?

The children go by themselves with a partner and we encourage independent toileting.

## 8. My child is not toilet trained. Will there be any facilities for staff to change nappies in school or can my child wear a pull up?

Unfortunately no - as we are a school, we do not have any changing or cleaning facilities. Your child should wear pants but you are able to send in some named spare clothes with carrier bags in a named school PE bag. This will be kept on your child's peg for your child to change into if they have a toilet 'accident'.

