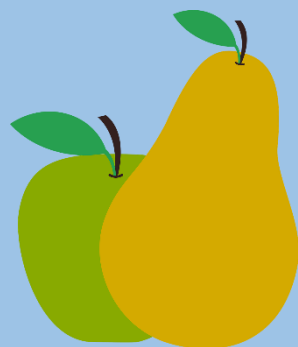




# Pear & Apple Class

at Barford Primary School



Reception Induction  
Booklet

# Welcome to Pear & Apple Class



*Welcome to Barford Primary School, where we truly believe,*

***Happy Hearts, healthy minds, exhilarating experiences – inspires success!***

*Our children and the community we serve, are at the heart of all we do. We are a diverse and inclusive primary school, with a lot to be proud of.*

*As soon as you walk through the door you will feel the warmth, enthusiasm and positivity in all we do. Our classrooms are vibrant, energetic places full of learning where we work to create a classroom ethos that allows children to develop resilience through taking control of their learning and develop positive strategies to turn challenges into triumphs. Children enjoy every minute of their learning and teachers know that every learning minute makes a difference in the life of each and every child. Each child is valued as an individual and teachers tailor goals to ensure that all children make good progress and feel successful regardless of their starting points.*

*I am immensely proud to be the Headteacher of such an inspirational school and I am committed to continue to ensure the school goes from strength to strength in both academic achievements and in ensuring we are developing well rounded citizens ready for the next stage of their school life.*

*If you have any questions please do not hesitate to contact the school - we are always happy to help.*

*Miss Joanne Davies*

*Headteacher*



# Our School Vision and Character Values

At Barford, our unique children and staff feel safe, valued and respected in an emotionally secure environment. The Barford family are resilient, confident and caring. We provide opportunities and experiences to help us strive, thrive and fulfil our full potential in all that we do. Barford is place where we feel nurtured and given 'wings' to fly!

At Barford, we have adopted the following seven character values that we all strive to live by

Respect – I treat others, as I want to be treated

Kind – I care about others and myself

Honest – In all that I do

Ambitious – I want to succeed

Confident – I believe in myself

Curious – I am interested in finding out things

Resilient – I keep trying even when things are hard



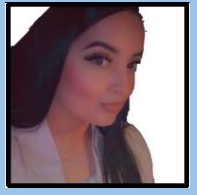
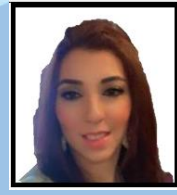
# Meet our Reception Team



Mrs Begum  
Pears Class Teacher



Mrs Lambeth  
Apples Class Teacher



## Reception Teaching Assistants

Mrs Gulzar  
Mrs Mahmood  
Miss Azeem

"In Reception, staff plan activities to help pupils develop their vocabulary well" **Ofsted 2022**

## Meet other members of the school team

Miss Davies – Headteacher

Mrs Harrison – Deputy Headteacher & DSL

Mr Lowe – Deputy Headteacher

Miss Taylor – Phonics and Standards Lead

Mr Kola – Standards Lead

Miss Hayles – Standards Lead

Miss Whorrie – School Business Manager

Mrs Janagal – Pastoral Manager

Mrs Launchbury – SEND Co-ordinator

Mrs Jabin – Office Manager

Mr Lilly – Finance & Officer Administrator

# All about Reception

Our Reception is situated on the Barford Primary school site within the main building. Our Reception classroom is designed to hold over 60 children and has extensive outdoor learning environment. Our Reception classes enjoy using the facilities within the main school.

Safeguarding our children is at the forefront of everything that we do. Our building has strictly controlled internal and external gates and doors.



If you need some help with the form, please contact a member of our office who will be able to assist you further.

Please note, all communication with yourselves will be confidential.



## Pupil Premium Funding

The Government believes that the Pupil Premium, which is additional to main school funding, is the best way to address the current underlying inequalities between children eligible for free school meals (FSM) and their wealthier peers by ensuring that funding to tackle disadvantage reaches the pupils who need it most. The Pupil Premium is allocated to children from low-income families who are currently known to be eligible for FSM in both mainstream and non-mainstream settings and children who have been looked after continuously for more than six months.

**We will be giving you a form to fill in to see if you qualify for pupil premium funding. Please support the school and your child by filling in the form if you think you may qualify for the funding as the extra money that the school receives, allows us to offer the children opportunities that they may not experience in everyday life !**

# Characteristics of Effective Learning

These three main characteristics are what help us inform our practice here at Barford Primary. Everything from the planning, the activities we do and our learning environments, have been planned with these characteristics in mind.

## Active Learning

Children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.

## Playing and Exploring

Children investigate and experience things, and 'have a go'.

## Creating and Thinking Critically

Children have and develop their own ideas, make links between ideas, and develop strategies for doing things.



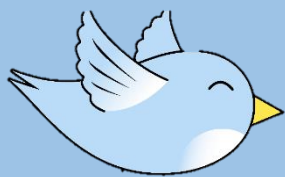
# Prime and Specific Areas of Learning

In Reception, children follow a broad and balanced curriculum called the Early Years Foundation Stage Curriculum and we tailor our teaching to supporting the needs of each child.

Your child will be learning skills, acquiring knowledge and demonstrating their understanding through 7 areas of learning and development.

## Communication and Language

- Listening Attention and Understanding
  - Speaking



## Personal, Social and Emotional Development

- Building Relationships
  - Self-regulation
  - Managing self

## Physical Development

- Gross Motor skills
- Fine Motor skills



## Literacy

Word reading  
Comprehension  
Writing

## Mathematics

Number  
Numerical Pattern

## Understanding the world

The natural world  
Past and Present  
People, Culture and Communities

## Expressive Arts and Design

Creating with materials  
Being imaginative and expressive



# How do we teach in Reception?



- Teacher led carpet sessions throughout the day.
- Adult led learning within the environment – indoor or outdoor.
  - Whole class phonics teaching.
- Child initiated learning – our children plan their own learning!

## A typical morning in Reception

- Self registration and morning activities
- Chatter café opens!
  - Morning meetings
  - Child Led Learning
  - Whole class phonics
- Teacher Led Literacy
  - Learning review
- Singing and rhyme time
  - Lunch

## A typical afternoon in Reception

- Afternoon registration
  - Story time
  - Reading skills
- Child Led Learning
  - Teacher Led Mathematics
- Learning Review
- Story and reward time
  - Home Time



# Themes



**Autumn 1**  
All about me



**Autumn 2**  
Light and Dark



**Spring 1**  
People who help us



**Spring 2**  
Growing and changing



**Summer 1**  
Dinosaurs



**Summer 2**  
Journeys and moving on



# Other routines in Reception

## Stay and Read



Come along to Stay and Read every week!

## Celebration assembly

Celebrate your child's amazing work by attending our Celebration assembly. This takes place every Wednesday 2:30pm – 2:45pm.

## Lending Library



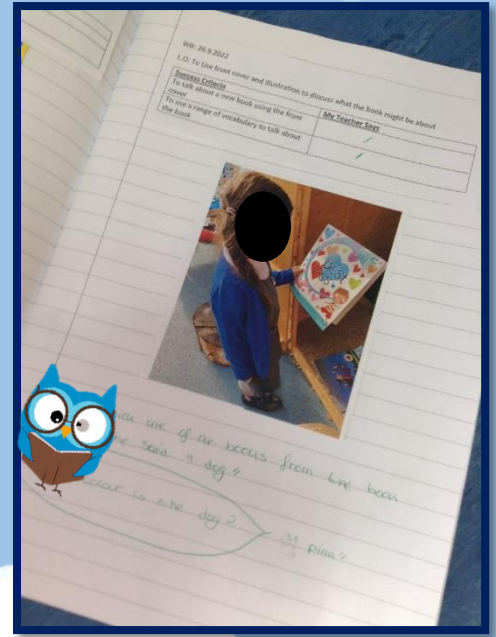
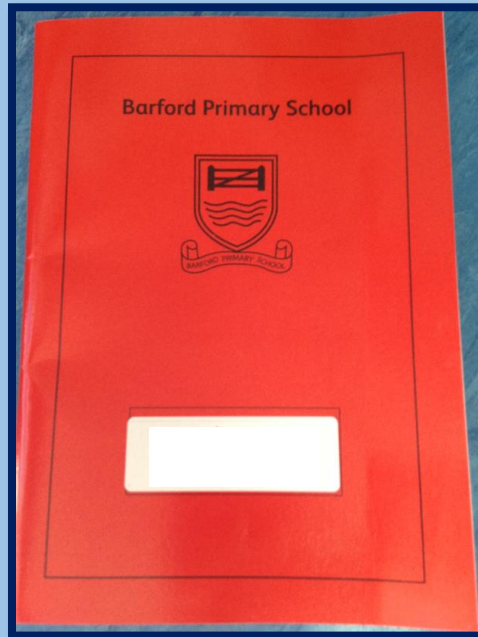
Our lending library is open every day after school and during stay and read.

## Welly Friday

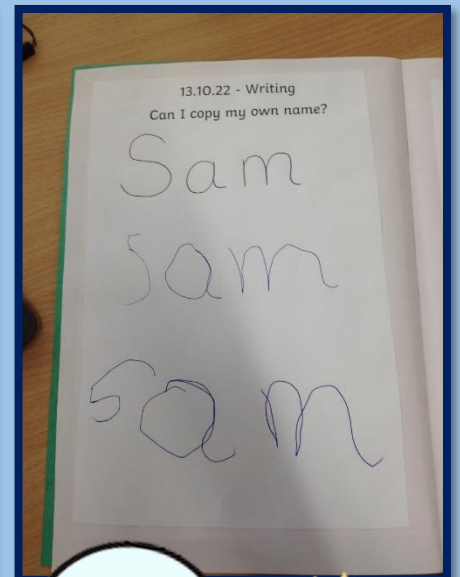


We take our lessons to the garden! Please ensure your child is wearing suitable clothing.

# Learning Journals and Home Learning



Each child will have a learning journal where we will record their learning experiences along with photographs and observations.



Parents are encouraged to support children's learning at home. Each week you can work with your child at home on a task set by the teacher. We also encourage parents to complete a 'proud cloud' for individual home achievements.

I am proud of \_\_\_\_\_ for \_\_\_\_\_

# Dropping off and collecting your child

The school day for Reception begins at 8:40am. Please arrive at the Reception gate on Barford Road to drop off your child, the gate will open at 8:30am. A member of our leadership team will greet you and your child on arrival. Please escort your child through the Reception playground and drop them off at the Reception entrance. The children are encouraged to come into the building without their parent as this will help to build their independence.

If your child arrives after 8:40am they will need to be taken to the main school entrance on Barford Road to be registered.

The school day for Reception finishes at 3.10pm. Please collect your child from the Reception entrance on Barford Road.

## Snacks and lunchtimes arrangements

### Free Fruit and Milk

Your child will be provided with free fruit for snack at break-time. As part of the Government's Scheme for free milk for children under the age of 5, they may also have free milk.

### School Meals

You can choose a hot meal for your child free of charge under the Government Scheme 'Universal Free School Meals'. Universal Free School meals only apply to years Reception to Year 2.

We ask that you complete the FSM form to check if your child is eligible for Pupil Premium Funding. Please speak to the office if you would like support for claiming this.

We are extremely lucky that we cook all our own meals on site !! Mr Carter is our fantastic Kitchen Manager- he and his staff are always happy to support our children in their food making decisions ! The Reception staff team and lunchtime supervisors will guide and support your child during lunchtime so it becomes part of their normal routine which they enjoy !

### Water bottles

Please could you send your child in with a water bottle which is clearly labelled with their name. The children will be able to refill their bottles during the day.

# How do we support children with different needs?

Our Inclusion Team- lead by Mrs Harrison (our Deputy Headteacher) will liaise with you if your child has particular needs or if you have concerns. She is supported by a team of staff who can offer SEND, pastoral, EAL and attendance support. Mrs Harrison is also our Designated Safeguarding Lead in school.

## Wrap around care

At Barford, we offer wrap around care for the children if needed in our 'Eager Beavers' Breakfast and After-School Club. Mrs Anderson, Club Manager, will be able to assist any parents who need to use the club to support with before and after school care. She will be able to provide information about fees, organisation of club hours and details of activities that are offered.

# School uniform

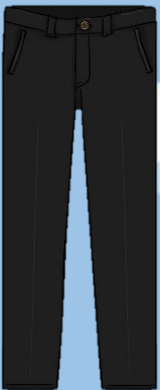
## What should my child wear for school ?

School uniform must be worn each day which consists of:

- **A white shirt**
- **Grey or black skirt, trousers or pinafore,**
- **A Barford blue jumper or cardigan**
- **Black school shoes. ( No trainers or canvas shoes)**
- **No items of jewellery- except small stud earrings**
- **A spare change of clothes- including underwear in a labelled bag with your child's name that can be kept in school**
- **Hat, gloves and scarf in the winter months**

School uniform can be purchased from any supermarket chain ( without our school logo.) if you wish to purchase uniform with our school logo- this is available from [myclothing.com](http://myclothing.com)

We also offer a pre-loved selection of school uniform. Please contact our school office if you need more information about this or see our School Uniform Policy (available on the school website). Children will have access to the indoors and outdoors to provide our children with opportunities to learn, whatever their individual learning style. The children do go outside in all weathers, so please ensure they have suitable clothing.



## **Outdoor experiences**

For Outdoor experiences, please could you provide your child with the following :

- **A waterproof coat with a hood**
- **A pair of wellingtons**
- **A pair of gloves**
- **All children will be provided with waterproof all-in-one suit.**

Please ensure all of these items are bought into school everyday or for the week and your child can take them home on a Friday at the end of the day.

Please clearly label all items with your child's names.



# How we communicate with you

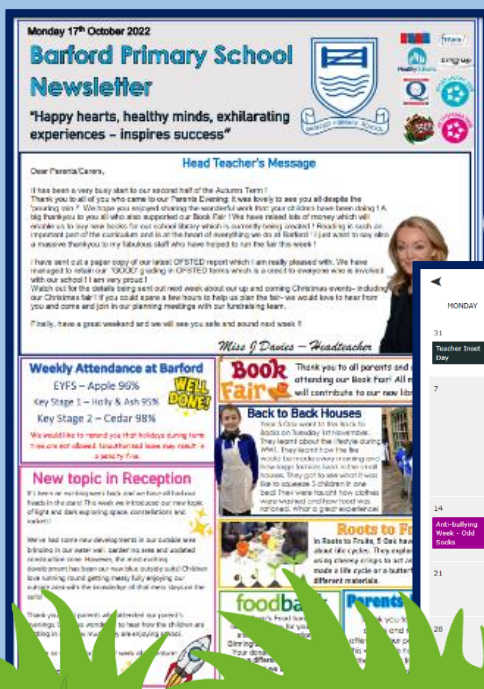
## MCAS (My Child at School)

Because Barford is a cashless school, all monies, such as dinner and trip money, are paid to the school through MCAS so we expect all parents/carers to register with MCAS. Please liaise with the office team, who will be able to assist you with this.

Once registered, you will receive all our paper communication via My Child At School. Please keep the office updated with any changes to your details over the course of the year, this will enable us to keep communication effective with you all.

To register, please contact the main office for your username and invitation code.

Download the My Child at School app on your mobile phone via Play store (Androids) or App Store (Apple)



All newsletters, whole school letters and the school calendar is kept updated on our school website.

# Attendance

## and Punctuality

# Matters



For  
Parents/Carers



Research shows that regular attendance and good punctuality are crucial factors in students achieving their full potential at school. Here at Barford Primary School we wish to work in partnership with Parents and Carers and seek your full support in ensuring that your child attends everyday and on time.

## What do I do if my child is unwell?

Please contact Barford Primary School on 0121 464 3765 by 8:30am if your child is unable to attend. Please refer to NHS guidelines if you are unsure on how long to keep your child off school. We will work with you and your child to improve their attendance.

## Two types of absence

### Authorised and Unauthorised

Any absence from school (authorised or unauthorised) will affect a child's attendance percentage. Authorised means the Academy has approved the absence as a reasonable explanation for your child's absence. If your child/ren are absent for more than 3 days due to illness we will need medical evidence to authorise any further absence. Unauthorised absence can lead to legal action. See examples of both these absences below.

## NHS guidance on common illnesses

### Runny nose

It's fine to send your child to school with a runny or blocked nose, but if they have a fever keep them off school until the fever goes.

### Headlice

There's no need to keep your child off school if they have head lice. Please treat headlice as soon as possible.

### Sore throat

You can still send your child to school if they have a [sore throat](#).

### Diarrhoea or vomiting

Children with [diarrhoea or vomiting](#) should stay away from school for 48 hours.

Please refer to the NHS website for more illnesses and timescales.

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

Home visits are conducted by our pastoral and attendance team if your child is absent. They are unannounced visits occasionally on the 3<sup>rd</sup> day of absence.

If we haven't received any contact with you by the 3<sup>rd</sup> day of absence and get no response via a home visit, then referrals to the local authority may be made.

Always ensure you notify the academy of any address changes.



# Preparing your child for school

At Barford we are passionate about developing effective relationships with parents. The things that you do at home with your child make a huge difference to his or her learning and attitude to learning and we believe that if we can find ways of working together from the beginning our combined efforts will have a very positive impact on your child's education.

**Before starting Reception support your child with these aspects to help them get ready for the start of their learning journey.**

## Self-care:

- Can wash own hands and know when to do this
- Can ask for help if they don't feel well
- Can go to the toilet independently, wipe properly and flush the toilet. For further guidance please visit the NHS (How to potty train) website.

## Getting dressed & undressed:

- Can put on own coat
- Can put on own shoes or boots, and on the right feet

## Eating:

- Starting to use a knife and fork independently
- Starting to open own packed lunch foods such as yoghurts, crisps and containers
- Can eat independently without being prompted

## Independence:

- Happy to separate from parents/carers in the morning
  - Happy to tidy up when asked to do so.
- Can find own coat, bag and snack box from a selection

### **Independence:**

- Happy to separate from parents/carers in the morning
  - Happy to tidy up when asked to do so.
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### **Sharing & turn taking:**

- Can share toys and take turns independently
  - Can play cooperatively with other children
- Understand the need for rules and being friendly to other children

### **Reading:**

- Can listen to a story in a group
- Can talk about stories they have heard

### **Writing:**

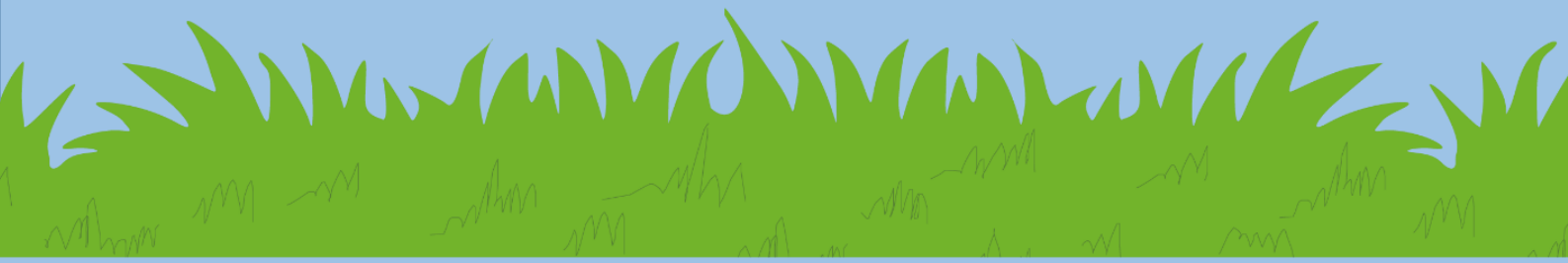
- Begin to hold a pencil in the correct grip – tripod grip
- Like to make marks and say what 'writing' means
  - Begin to show control when colouring in

### **Maths:**

- Can say some numbers
- Can say how old they are
- Begin to count in order

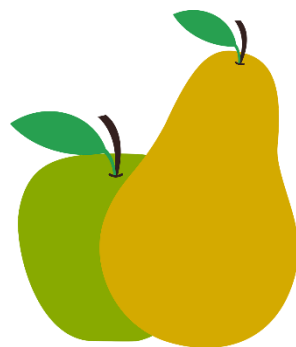
### **Speaking:**

- Can talk about themselves, their interests and feelings
- Can talk to friends to keep play going and engage in conversation
- Can speak in full sentences to share thoughts, ideas and feelings





“In Reception, staff plan activities to help pupils develop their vocabulary well”  
Ofsted 2022



Contact the School office on  
0121 464 3765 or [enquiry@barfordprimary.co.uk](mailto:enquiry@barfordprimary.co.uk)