



RECEPTION PARENTS GUIDE



2023/2024



WELCOME

Firstly, welcome to our school! We are really happy you are joining us.

We are a village school for children aged 4 to 11. We have a reputation for providing a friendly, caring and safe environment in which all children thrive. The school's size enables all members of staff to get to know each child as an individual. We pride ourselves on being an active part of the Rodings community.

Our school is based around our core values of Respect, Enjoyment, Care, Confidence and Challenge, and these values are an integral part of all that we do. Our school aims to provide a broad and balanced curriculum that engages and motivates all our children. We believe that it is essential for all children to acquire the basic social, English and maths skills necessary to become confident and effective learners. Our curriculum ensures that learning extends beyond the classroom through a range of visits and visitors as well as making good use of our extensive school grounds and the surrounding countryside through Forest Schools. Rodings Primary School opened in 1965 and serves the villages of High Easter, Good Easter, Great Canfield, White Roding, Margaret Roding, Aythorpe Roding, High Roding, Leaden Roding, and Abbess Roding.

The information in this EYFS Parent Handbook is to help you learn about Rodings Primary School and to assist in your child's transition to the school. For our most up to date news it is worth regularly checking our school website: www.rodingsprimaryschool.co.uk.

You can also follow us on Instagram @rodingsprimary

If you have any questions, please contact us and we will be happy to help.



Academic Excellence

Social Intelligence

Creativity

Community

OUR VISION

At Rodings Primary School we strive to provide an excellence led and enriching experience for our children in a safe and stimulating environment. We have a skilled workforce and a high performing culture, which provides the right support at the right time for all children and staff. We work hard on outside engagement to develop strong relationships with our parents and community.

ACADEMIC EXCELLENCE

SOCIAL INTELLIGENCE

CREATIVITY

COMMUNITY

OUR VALUES

In Spring 2016, we came together as a school community to think about what qualities makes Rodings children so special.

These qualities are shared below and are at the heart of everything we do.

RESPECT

ENJOYMENT

CARE

CONFIDENCE

CHALLENGE

MEET THE TEAM

The Early Years Team



EMMA BEARD
Class Teacher



SIAN CROUCHMAN
Learning Support Assistant

The Senior Leadership Team



COLIN RARATY
Headteacher



DARRYL CRAWLEY
Deputy Headteacher



ANNABEL BROWN
SENDCo



ROB JINKERSON
Lead Teacher



KATE OAKLEY
Lead Teacher



HANNAH RABAN
Lead Teacher



ANDREA PAGET
Business Manager



GETTING READY FOR RECEPTION



As a parent, how can I help with my child's learning prior to joining Rodings Primary School

Any fun activities that you do with your child at home are important in supporting their learning and development. They also have a long lasting effect on your child's learning as they progress through the school.

For example, talking, reading and singing nursery rhymes with your child or cooking and baking with them are all invaluable experiences. If you make the time every day to do some of these things with your child it will make a real difference to their confidence as a young learner.

The activity we ask all parents to complete with their child everyday is reading. This can be a combination of listening to your child read their book and, very importantly, reading books to them.

The Early Years team at Rodings Primary School are all highly skilled professionals who are there to help your child settle in and experience success, so please if you have any questions don't hesitate to speak to any one of us.



As a parent, what do I need to do to ensure my child is ready to start at Rodings Primary School?

'School readiness' is a term which is open for interpretation so we want to be clear about how we feel children can be supported to be ready to come to our school.

Our aims are for children to feel safe, comfortable and happy with us when they start school. To build the foundations for children to feel this way we believe it is important for them to have the ability and confidence to ask adults for help if they need it, to be able to interact with their peers in a positive way (not always speech, playing cooperatively alongside another child is a great way for children to begin a relationship) and to understand that their teachers are there to keep them safe so it's important they follow our instructions.

When your child gets to school we will teach them, support them and enable them to progress in all areas of the curriculum so please don't feel that your child needs to be writing words and counting objects up to 20 before they start!

The most important thing is for your child to have those vital foundations of personal, social, and emotional development as well as communication skills.

As a guide of the independent self-care skills your child will need, we would expect them to be able to use the toilet (including cleaning themselves) independently by the time they come to school and be able to use a knife and fork to eat (we will help them cut up food to start with).

We would also expect them to be able to do some simple dressing themselves, for example taking on or off a jumper or unbuttoned cardigan and putting on a coat, we would expect to help them with their buttons and zips to start with but if your child can already do this, that's fantastic!

Useful Links

Here are a collection of websites which have been recommended by our Early Years team as useful to spend time visiting prior to starting at Rodings Primary School

- [Talk, Listen, Cuddle resources](#)
- [Books Trust Starting School booklist](#)
- [50 things to do before you're 5](#)
- [Fun and games that are proven to help children's development—from birth to 5 years-old. – EASYPEASY app](#)
- [Tiny Happy People – Activities for children 0-5](#)
- [Developing Learning to Talk skills](#)
- [Essex Family Hub](#)

What are important dates do I need to know before my child starts at Rodings Primary School?



Confirmation of Place - Friday 17th April 2023



Picnic - Saturday 8th July 2023, 11am



Play and Stay - Monday 17th July 2023, 9:30am to 11:30am



Home Visits - 6th, 7th and 8th September 2023



Staggered Start Dates

- Monday 11th September *(if your child's birthday falls between 1st Sept - 31st Dec)*
- Thursday 14th September *(if your child's birthday falls between 1st Jan - 30th Apr)*
- Monday 18th September *(if your child's birthday falls between 1st May - 31st Aug)*





GOSLINGS

Your child's first year at school is an incredibly important time in both your lives.

At Rodings Primary School we make every effort to ensure that your child's experience in the Early Years is happy, active, fun and secure whilst supporting their development and learning needs. The first year of school is called Reception. We have one reception class this year and it is called 'Goslings'.

How will my child be learning?

We follow the Early Years Framework in the Reception classes. The Early Years Foundation Stage Framework explains how and what your child will be learning to support their healthy development. At Rodings Primary School your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Your child will develop the 3 prime areas. These are:

- Communication and language
- Physical development
- Personal, social and emotional

These prime areas are essential for your child's healthy development and future learning. As children grow, the prime areas will help them to learn in 4 more specific areas. These are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design.

Altogether, these seven areas are used to plan your child's learning and activities. Children at Rodings Primary School learn by playing and exploring, and being active, as well as through lessons delivered daily, and Children are encouraged to think creatively and critically and to explore both inside and outside the classroom outside.



A DAY IN GOSLINGS

In Goslings class, we have an indoor and outdoor classroom.

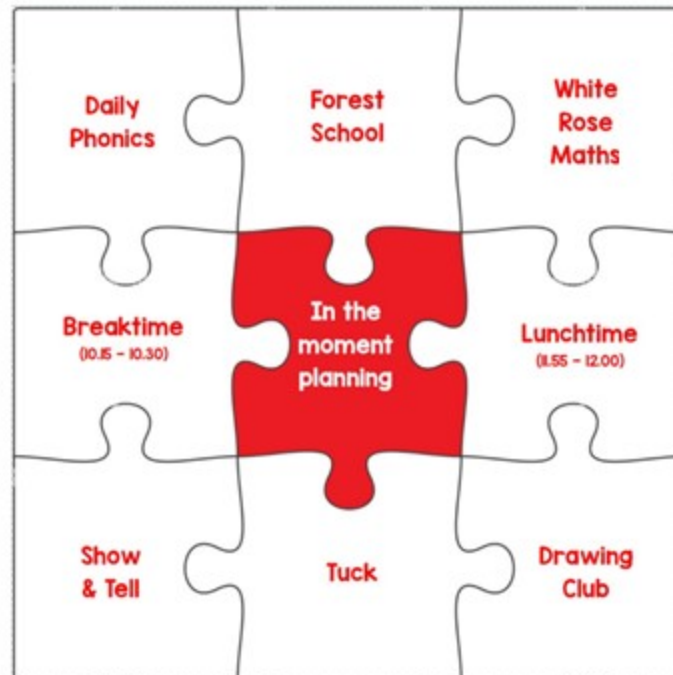
In both classrooms, we provide a range of provisions which include areas for construction, writing and drawing, role play, reading, playdough, creativity, sand, water, mud kitchen, climbing equipment, woodwork and more! We enhance our provision in response to our children's interests and needs in order to create an exciting, enabling and engaging environment.

Our aims are to make our children feel happy, confident and enthusiastic about coming to school each day and have high levels of engagement in learning.

Our general approach to children's learning is that it is play based and child-led, and in an environment that is organised and managed by the adults. To complement this, it's really important that we have clear expectations of the children as well as routines and boundaries to help children feel comfortable and at ease with all aspects of school life and understand about the mutual respect and other Core Values that we value so much at Rodings.

So, whilst the majority of your child's day at school will be 'in the moment planning', there will also be times where the children complete short teacher-led activities and participate in whole-school routines.

To give you an idea of what the children will be doing after you've waved goodbye to them we will now explain some parts of the day in more detail.



Tuck

To keep us going throughout the morning the children are encouraged to bring in a snack that they can have mid-morning. We are a Healthy School and believe it's really important to support the children in understanding the importance of maintaining a healthy lifestyle so we ask that you provide a healthy snack for your child.

Breaktime & Lunchtime

Breaktime is 10:30 - 10:45 everyday. Goslings always go into the hall for their lunch at 11:55 and then join the rest of the school outside. Lunch time finishes at 1:00pm. Children can either order a hot school dinner during registration, or bring in a packed lunch from home.

Forest School

We are so lucky at Rodings to be able to provide the children with Forest School. In Reception, your child will go to the forest every Wednesday morning. We highly value this aspect of our curriculum and we see wonderful learning and development across many areas of the EYFS as a result of our Forest School provision.

HOME/SCHOOL COMMUNICATION

Arbor

At Rodings we use Arbor which makes all communications and payments much easier for parents and carers, with all the information you need.



The Arbor Parent Portal & Parent App will give our parents and carers easy access to all the information on their child that has been given to Rodings. Using the Parent Portal, you can book parent/guardian consultation slots, register your child for a club or trip, make payments and update information about your child, removing the need for sign-up sheets and data collection forms. You will also be able to check in on your child's attendance.

Class Dojo

We want to keep you as up to date as possible with our news at Rodings so you will receive an invitation to join ClassDojo. This is our main form of communication with you and, as well as having a whole school thread and a class story feed where we can give whole class updates, you can also message us privately on this platform and we can message you too.



Please follow the instructions on your invitation and download the Class Dojo app so that we can keep you up to date.

Weekly Newsletter

At the end of each week, we send a newsletter to all parents. Our weekly newsletter is a chance for us to celebrate successes and keep you updated with news and events.

Coffee Mornings & Parent Workshops

Where appropriate we offer coffee mornings and parent workshops that provide an opportunity to connect with other parents and carers and talk with our team. These sessions are led by staff or guest speakers who will offer guidance and support to help you and your child get the very best from the education with us at Rodings Primary School.

How will you communicate with me how my child is getting on at school?

Special Week Consultations

Each week we select focus children, we call this their 'Special Week'. Children will have three Special Weeks during their time in Reception, one each term.

During their 'Special Week' we invite the focus children to bring some special things in from home that will tell us a bit about what they like and enjoy, who is special to them, and anything they feel they would like to share with their class. We will also send a form to you to ask for any questions you may have and for you to let us know of the special things that are going on in your child's life. We then use this to get to know the children better and to plan for their learning over the Special Week. We spend time observing those focus children which informs our planning, assessment and provides content for a parent-teacher consultation the following week.

Tapestry

Sharing your child's learning is a huge part of their learning journey. In Reception, we do this through 'Tapestry'. The Tapestry app enables us to take photos of children and record the learning experience that they are having, with the additional facility of identifying an area of learning before publishing it to the child's online learning journey. Tapestry is our main method of recording your child's learning in all areas. However, in addition to this, any writing that your child does will be collated in a writing folder.

One of the most wonderful things about Tapestry is that parents and carers can also access it. When we take a photo or make an observation of your child it will be added to their journal, which you can view from the app. It also allows you to share your child's experiences at home with us at school, for example riding their bike.

We will create a Tapestry account for each child and assign you to your child's journal using the email address you have given us. You will then receive an activation link with all the instructions of how to get started directly to your email from Tapestry. You can have multiple parents and carers assigned to one child. Please remember that you are agreeing not to save any of the photos including other children and confirming that you will not share any of these photos (including on social media). As we're sure you can appreciate, the sole purpose of having these rules in place is to safeguard all the children in our school.



School Reports

Your child will receive one written school report per year and these will be given to you towards the end of the school year. The report will be a summary of your child's engagement with learning and attainment.

A photograph of two young children, a girl and a boy, sitting at a wooden table in a classroom. The girl is on the left, with blonde hair in a ponytail, wearing a grey patterned cardigan over a red top and black leggings. The boy is on the right, wearing a dark blue hoodie and dark trousers. They are both looking down at papers on the table. The background shows a bright classroom with large windows and a white door.

The Basics

THE SCHOOL DAY

School start and finish times - Goslings Class

Morning – gates will be open between 830am-845am.

If coming by **school transport**

- You will be contacted by 24/7 to agree upon a time and location for pick up. The driver will transport your child to school, and they will be dropped off in the school 'kiss and drop' lanes and they will be greeted by a member of staff and (initially) escorted through the field gate and down to their classroom.

If coming by **car**

- Please drive into the car park and use our 'kiss and drop' lanes. Your child will make their way down the path where they will be greeted by a member of staff and (initially) escorted through the field gate and down to their classroom.

If **walking**

- The gate to enter the school grounds is directly opposite the school entrance. Please escort your child to the gate, they will walk down the path where they will be greeted by a member of staff and (initially) escorted through the field gate and down to their classroom.

Afternoon - 3.15pm. We will open the field gate and you can collect your child from the school playground. We can only dismiss your child to you or another adult whom you have given consent to collect.

What to do if you are late

Morning - you must go to the School Office where your child will be signed in and given an 'I Have Registered with the Office' card. This is to ensure your child is registered as present and will be included in lunch numbers.

Afternoon - if you are late to collect your child, you will need to pick them up from the school office and you may have to sign them out. If you know you are going to be late and want someone else to pick up your child, you must let the school know.

HEALTH & MEDICAL NEEDS

What to do if your child is sick

Contact the School Office as soon as you know there is a problem:
01279 876 288 / office@rodingsprimary.co.uk

- Head lice - if your child has head lice you can bring them into school as soon as you have treated the lice. Please let the school office know if you suspect your child has lice.
- Ringworm – once discovered, treat it and cover it. It is fine to send your child into school once you have done this but please inform the school office.
- Chicken pox - if your child has chicken pox you will need to keep them away for as long as they are contagious (that is, until the pox have scabbed over).
- Sickness / diarrhoea - keep your child off school for 48hrs after the last episode to prevent spreading of the virus. If you are sure the sickness was due to food poisoning or something non-virus related then send them in as soon as you see they are well enough.

If your child is sick at school

If your child becomes unwell whilst at school you will be phoned immediately. It is vital that you update Arbor to ensure you have three emergency contacts, and also with any changes (temporary or permanent) to your mobile and home numbers in order that you can be contacted.

Medicine

All medication administered at school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address. We will send you an electronic form to complete to give us permission to administer on your behalf.

Asthma and Allergies

If your child has an allergy or medical condition you will need to complete these details on Arbor under your child's details. If your child has medication such as an auto-injectable pen, prescribed antihistamines or an inhaler then we will need this recorded on Arbor and a medication consent will need to be completed.

Head Injury

Should your child bump their head at school they will be seen by one of our first aid trained staff. If they are well and show no signs of side effects they will be sent back to class and you will receive a 'bumped head' email from the school office. The class staff will be made aware and will monitor your child for the rest of the day.

Any other injury (non-serious)

These are dealt with by our first aid trained staff (all of the staff at Rodings undertake First Aid training) and it is recorded as necessary.

Serious accident/injury

If the injury or health issue is serious we will call for an ambulance in the first instance. Whilst getting advice from the emergency service another member of staff will call the emergency contacts as soon as possible. Your child will always be accompanied by a member of staff if the ambulance crew feel they need to transport the child to hospital. We will always go by the judgement of the emergency services but will be in contact with you all the way through should you not be able to get to us immediately.



SCHOOL LUNCH

Menu

School lunches are ordered daily, during the class register

There is a school menu which is sent to parents each week and can be seen in the newsletter. If your child has any requirements (vegetarian/vegan/allergies/kosher etc) these can normally be provided for if you let us know. The school menu offers a meat free option each day.

Children can bring in a healthy packed lunch from home. We are a nut free school and kindly request that any items sent in are free from nuts

Who pays and how to pay for school dinners?

School dinners are available for all children

Reception/Key Stage One

- All children in Reception and Key Stage are eligible for a free school meal thanks to a government funding scheme known as Universal Infant Free School Meals (UIFSM)

Key Stage Two

- Children who are registered with us as Pupil Premium are eligible for free school meals
- Children who are not registered as Pupil Premium can order a school dinner daily. These cost £2.30 a day, and you can pay via Arbor

What is Pupil Premium?

Pupil Premium funding from the government is given to schools to help pupils reach their full potential, regardless of their background or financial situation. It's provided for pupils who:

- Are registered for free school meals
- Have been registered for free school meals at any point in the last six years
- Are, or have been, in care
- Have parents in the armed forces

Your child might be eligible if you access:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of the Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

UNIFORM

You can choose to purchase the school branded uniform or the plain, logo-free uniform for your child. We do not allow logos other than the school logo on uniforms.

- Red sweatshirt, jumper or cardigan
- White polo shirts, cotton shirts and blouses
- Grey traditional A-line or pleated skirts
- Grey tailored school trousers or shorts
- Red and white gingham or striped dress in the summer
- White, black, grey, or red socks or tights
- Black sturdy flat shoes with laces or straps (no heels) or sensible sandals with backs but no open toes (no trainers)

During the winter months - No coat. No play!

All school branded school uniform is available from Create Identitee at createidentitee.co.uk

Jewellery and Earrings

No jewellery other than watches and stud earrings are allowed to be worn. Earrings must be taken out for P.E. If your child is unable to remove their earrings then they will not be able to participate in PE lessons

Make-up and Hair

Nail polish and/or make-up is not permitted. Any child with hair longer than collar length should be tied back.

PE and Sports Kit

You can choose to the school branded PE and sports kits, or the plain, logo-free uniform for your child. We do not allow logos other than the school logo on PE and sports kits.

- School PE top or plain, unbranded red t-shirt
- Black shorts or black jogging bottoms
- Black trainers

On days where the children have PE lessons, PE kit is worn all day.





HOUSES & AWARDS

There are 4 houses in the school and your child will be allocated to one of them when they join the school. The houses are led by house captains – these are Year 6 pupils. The houses are:

- De Veres (Yellow)
- Hrotha (Blue)
- Mandevilles (Red)
- Tilty (Green)

Houses are also relevant when your child is given House Points for good behaviour or work. These points are added up in class and a cup is awarded to the winning house at the end of each term

It is worth remembering your child's house colours because during events such as Sports Day Other awards your child may receive Star of the Week, usually given for good work or behaviour. This means your child will receive a certificate in

our weekly celebration assembly. We also award progress on Accelerated Reader and Mount Multiply in Key Stage Two. And a weekly reading suitcase in Reception and Key Stage One.

Children also have a weekly opportunity to eat at our Top Table with a member of our Senior Leadership Team. Our Top Table recognises children's politeness and table manners.

Each half-term we award an Effort Cup in both Reception/KS1 and KS2. We also award a manners cup, a reading effort cup, science stars and a hold a termly treat children reaching their target in Accelerated Reader.

USEFUL TO KNOW

School Photos

Currently, there are two photo sessions per school year: a class photo, and individual school photos. Siblings may also have photographs taken together.

Staff Illness

Most of the time, in the case of a teacher's absence, a class will be covered by school staff.

My child's teacher isn't in the classroom every day. Why is that?

All teachers are legally entitled to something called PPA Time – this stands for 'Planning, Preparation and Assessment' and means they are given ½ a day a week to assess children's learning, plan lessons and partake in professional development etc.

The exceptions to this are early career teachers (also known as ECTs) and teachers with added leadership responsibilities; both of these are entitled to a minimum of 1 full day a week. During their absence, your child's class will be covered by a cover (PPA) teacher in school or creative arts/sports specialist teacher.

Photographs of all staff are displayed on the notice board in the school office, and they are also on our school website.

Specialist and PPA teachers always report back to your child's regular teacher. If you particularly want to speak to your child's teacher, it is worth speaking to the office to check if they are in the building that day – they usually are! However, please consider that class teachers are usually busy teaching during the day and may not be available. You can contact your child's regular class teacher through your Class Dojo page.

Some teachers job share their role, in which case your child may be lucky enough to have two teachers sharing the class responsibility.

SPECIAL EDUCATIONAL NEEDS (SEN) AND DISABILITIES

If your child is diagnosed as having SEND, it normally means that they have a particular additional need which cannot be met without extra support or expert advice. This may be long term support, but equally it may mean they need extra help with their behaviour, emotions or learning for a short burst of time.

Annabel Brown is the school's Special Educational Needs Coordinator (SENDCo). A SENDCo is an experienced teacher with qualifications in identifying and meeting the needs of children with additional needs. If you believe your child needs extra help you should first approach your child's teacher who will liaise with Mrs Brown. Mrs Brown is supported by our SEND team, including Mrs Lewin.

We are proud to have a number of staff who are trained in delivering support sessions for specific needs. This includes Learning Mentors, Speech and Language, Social skill groups—as well as academic support.

Specialist help can include speech and language therapy, occupational therapy, counselling, educational psychology or your child may benefit from someone who specialises in helping children with a particular need.

As a parent you will always have a say in any help your child receives from outside agencies and you can ask for an assessment. The school may approach you if they feel your child has an additional need. If the school is seriously concerned about the development of your child, you may be asked for your permission to refer your child to the school's educational psychologist or you will be advised to take your child for a paediatric assessment for specialist advice.

SEND Code of Practice

In September 2014, the government made changes to the law for children and young people with SEND. SEN statements and Learning Difficulty Assessments were replaced with a single Education Health and Care (EHC) plan. The EHC plans put more emphasis on personal goals and describing the support your child will receive in school. They also introduced personal budgets to accompany these plans. On the school website we have a local offer from which you can identify the appropriate support where possible.

Working with Families

The school believes it is essential to children's success that their families are supported through life's challenges such as relocation, family break ups, managing children's behaviour and the occasional unexpected events that affect children's wellbeing. Please contact the Headteacher if you want support or advice on pupil behaviour or parenting or you just need a listening ear.



WRAP-AROUND CARE

Jam Child care are extremely proud to offer Ofsted registered Child care at Rodings Primary School.

They offer daily breakfast and after school provision, provided by highly qualified and experienced staff in a safe, caring and fun environment. Please visit their website for more information www.jamchildcare.co.uk or contact them at admin@jamchildcare.co.uk

Please be aware that all questions and queries must be directed to JAM Child care not the school.



CURRICULUM CLUBS

The clubs that are available change termly so the clubs we offer may change. We have an extensive range of during and after school clubs. Most clubs are free but some may incur a charge.

Most clubs take place after school or at lunchtime

Clubs can fill up very quickly but the school tries to ensure that your child waits no more than 2 terms for a place.

ATTENDANCE

Whenever your child is fit and well we expect to see them in school. The school does not authorise or support term-time holidays of any length including long weekends. Only under very exceptional circumstances will term time leave be granted.

At Rodings both staff and Governors track attendance closely. Where attendance falls below the expected threshold parents will receive a warning letter and may be asked to attend a meeting.

If you wish to request leave of absence for your child, you can collect a form from reception or from the school website.

CONTACT



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Tel: 01279 876288
www.rodingsprimaryschool.co.uk

Headteacher: Mr Colin Raraty



Academic Excellence

Social Intelligence

Creativity

Community

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