



**Wellington
Primary**



**Reception Brochure 2021
Wellington Primary School**



Welcome to Wellington

Starting school in Reception is another memorable occasion for both you and your child. Your child will have new routines to get used to and new information to take in, to enable them to have a successful experience starting school.

This brochure is here to help you and your child settle in to this new stage in their life. It gives you some reminders about the school system, 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 here.

The school can offer support and guidance for you as a parent. Your child's teachers will always be happy to talk to you about how your child is progressing, answer queries and listen to any concerns you have.



Chick hatching

African drumming workshop

Members of staff

Although your child will have most contact with their class teacher and nursery nurse, there are plenty of other staff who you and they will come into contact with. Here is an over-view to help you get to know who does what.

Leadership Team

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

Headteacher	Mrs D. Norton
Deputy Headteachers	Miss A. Gaffney and Mrs K. Kahlon
Assistant Headteachers	Mrs L. Gleeson, Miss C. Strange and Mrs H. Neal
Early Years Lead	Miss N. Hawkes

Class Teacher

Each 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 class.

Early Years Professional (EYP)

In Nursery and Reception, we have an EYP full-time 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 Miss F. Hussain

Special Education Needs Coordinator (SENCO)

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

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 EWO.

"Children in Reception have an excellent start to education. They make rapid progress from low starting points, particularly in phonics, writing and number." OFSTED 2019."

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.

Breakfast club and Aftercare:

Mrs Rajah and her team run a breakfast club from 8-8:45am (£3) and aftercare from 3.15-5.30pm (£8). Registration forms can be collected from the school office. The contact number for the Scheme is 07491 160201.

Milk:

Milk is available for your child.

Please visit the www.coolmilk.com website or call 0800 321 3248 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.

Fruit/Veg:

The children receive a different piece of free fruit or vegetable each day.



The Provision in Early Years is outstanding. Leadership of the Early Years is very strong and characterised by high expectations and aspirations for all children, irrespective of starting points. 'Ofsted 2019'

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.

Use 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.



Get dressed on their own:

Your child may need to remove their jumper to put on dressing up clothes or 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. Please make sure that they can do these things by themselves.

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.

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, ups and downs for some time 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



The School Day

Make sure you know which entrance to use:

The entrance for children in Nursery and Reception is in Wesley Avenue. It is important for the children to start the session together.

You must not leave your child until the class teacher has opened the door and your child is in the classroom.

School times:

Reception: 8:45-9:00 - 2:45-3pm

Home Time

Collecting your children:

Please collect your child between the times above. 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) to inform us.

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, 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, therefore we send you a written report at the end of the year. We contact parents for various reasons through ParentMail or by email. Please ensure you register your account and keep your mobile number up to date. There is a weekly school newsletter which is sent out via Parent Mail and available to view on our website: www.wellington.hounslow.sch.uk

Parent meetings:

There are telephone 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. If you have a serious concern or issue, you should make an appointment to speak to the teacher after school.



School Uniform

At Wellington, uniform is compulsory from Nursery to Year 6. You will need to register your parentmail 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 with black shoes. Please make sure that each item is clearly marked with your child's name.



Girls

- Burgundy / black coat
- White cotton shirt
- Dark grey pinafore, skirt or trousers
- Burgundy 'V-neck' knitted jumper / cardigan (new logo)
- Elasticated school tie
- Grey socks / tights
- Black flat shoes
- Hijabs (if worn) must be maroon, black or white

In the summer term, girls can wear:

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

Boys

- Burgundy / black coat
- White cotton shirt
- Dark grey trousers
- Burgundy 'V-neck' knitted jumper (new logo)
- Grey socks
- Black flat shoes

In the summer term boys can wear:

- Short sleeve white shirts
- Grey shorts



P.E. Kit

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

Your child will need to have a P.E kit at home to wear to school on the day when Reception have their P.E. lessons, from the second half of the autumn term.

School Equipment

Your child will also 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 bookbag (on the same day every week)
- a water bottle

All of these things need to be marked clearly with your child's name, otherwise we cannot support your child to find and use their own things.



Lunch:

If your child is not having a free school dinner, please send them with a packed lunch in a suitable box or bag marked clearly on the outside with your child's name and class.

Please do NOT let your child wear:

- jewellery (Small plain gold / silver studs are permitted)
- make-up
- nail varnish
- trainers

Please do 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**.

School dinners

Since September 2014, all infant children from Reception to Year 2 have been entitled to a free school meal. All schools must follow the school food standards which are intended to help children develop healthy eating habits and ensure that they get the energy and nutrition they need across the whole school day. Only 1% of packed lunches meet the nutritional standards that currently apply to school food.

Pupil Premium entitlement (free school meal):

To check if your child is entitled to free school meals, please visit the Hounslow Council website or phone 0203 949 7743.

Your children are entitled to free school meals if you receive one of the below benefits and will receive a £15 voucher per week for your child's food during the holiday period:

- Income support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Universal Credit and have an annual income of no more than £7,400
- Child Tax Credit, but not entitled to a Working Tax Credit and have an annual income (as assessed by the Inland Revenue) of no more than £16,190
- Guaranteed Element of State Pension Credit
- or are being supported by the National Asylum Support Service (NASS)

Comments from the reception children



"My favourite lunch is Macaroni cheese and garlic bread"

"I love having lunch with my friends!"

"My favourite salad is cucumbers and carrots, they are so crunchy and sweet"

"Fridays are the best lunch days because we have fish fingers and chips mmm"

Attendance

Every day matters:

Children who miss school regularly find it difficult to keep up with schoolwork and can start falling behind. Plus, 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's 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're struggling to ensure your child attends school each day, whatever the reason, talk to the class teacher about how the school can help.

Lateness:

It is also important that your child arrives at school on time within the staggered start window for morning registration. If your child arrives late after 9am, you will be asked 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. Call 020 8570 6130 - Press 1 for Infants and 1 again to leave an absence message. You will need to speak clearly and state the precise nature of your child's illness.

Appointments:

Doctors' appointments should be made after school hours. Dental and opticians 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 in the middle of the day, please bring them in before and after the appointment as a missed session will affect their attendance.



Holidays:

It's important to us that our children get the best possible education, so our policy is not to authorise term-time holidays. If there's 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. Only a school can authorise an absence. If we 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), which is currently £60 per parent per child.

Please note that 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 the Reception year, from 0 - 5 years of age.

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

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

Specific Areas			
Literacy	Mathematics	Understanding the World	Expressive Arts and Design
Comprehension Word reading Writing	Number Numerical patterns		
			



A day in the life of Reception class

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



The day comprises two sessions of teaching and learning. Each of these begin with whole-class learning. 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 from 11.50-1.00pm. 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 with their teacher.

The children finish their day at 2:45-3pm.



Learning Outdoors

The children have the opportunity to learn outdoors every day!

Outdoor Learning Zones

Construction



Den Play



Fitness Area



Garden



Outdoor Kitchen



Outdoor Shop



Potion Station



Stage



Water Play



Helping your child learn

You can help them do well at school by ensuring they go every day, but there are plenty of ways they can build on this learning outside of school too - just through playing and being involved in everyday activities.

For example, encourage your child to observe and talk about their surroundings and read with them whenever you can. Everywhere you go there are things to read - 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, 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 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. 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's 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 - when they are open!

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

FAQ Reception 2021

1. Will there be social distancing in Early Years?

No - it is not possible for children in Early Years to social distance.

2. What measures will the school be taking to keep my child safe?

We use all available space for learning, both indoors and outdoors. The children will use hand gel when they arrive and before they leave. There will also be regular hand washing throughout the day.

3. How many children will be in a class?

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

4. 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.

5. What will happen if my child cries?

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 just coming to school for a short period of time daily, which can be increased as your child gets used to spending time apart from you.

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

No - parents will not be able to enter any of the classrooms due to COVID-19.

7. When can I speak to the teacher?

The staff will have more time to speak to you at the end of the session / day.

8. 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 independent learning.

9. 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 and we encourage independent toileting.

10. 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?

No - as we are a school, we do not have any changing or cleaning facilities. Your child should wear pants and you can 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 in to if they have a toilet 'accident'.

Dear Parents,

It is school policy that you notify us of your child's health problems. With the increase of asthma, allergies etc, it is vital that the relevant staff are aware of your child's needs so that appropriate action can be taken.

We would request that all parents fill in the form below and return it to the school in an envelope addressed to "Welfare Staff" marked "confidential."

If you answer yes to any questions you may be invited to come in and talk to a member of the welfare staff so that we have accurate and up to date information regarding your child's needs.

All information will be treated as strictly confidential. Thank you for your help.

Under the General Data Protection Regulation we are collecting this data so that the school, as a public authority, can carry out its official functions. This data will be shared in accordance with our Privacy Notice.

Yours sincerely,

D Norton
Headteacher

**Wellington Primary School, Medical Questionnaire
CONFIDENTIAL**

Child's Name:

Class:

Date of Birth:

Does your child have any medical conditions that require regular medication/medical check ups?

YES NO

Is your child prone to having frequent episodes of fainting/blackouts/fits (convulsions)?

YES NO

Is your child allergic to anything e.g. penicillin/nuts/bee stings/plants/animals etc?

YES NO

Are there any other previous or current conditions that the welfare staff should be aware of? e.g. asthma/eczema/serious injury/accident/operations, etc.

YES NO

If the answer is "yes" to any of the above please give details.

Signed:

Date:

Relationship to child:



Wellington Primary School – Emergency Contact Form

To help the school keep their records up to date - Please complete this form immediately – Thank You!

Childs Details

First Name:	Middle Name:	Surname:
D.O.B:	Boy/Girl:	Class:
Full Address:	Ethnic Origin:	Nationality:
	Country of Birth:	First Language:
	Religion:	Languages spoken at home:
Post Code:		

Parents/ Carers Details (Please give at least 2 adults as contacts if possible)

(1) First/ Main Contact	(2) Second Contact
Title: <i>(Mr/Mrs/Miss/Ms/Dr)</i>	Title: <i>(Mr/Mrs/Miss/Ms/Dr)</i>
Name: First Name:	Name: First Name:
Surname:	Surname:
Relationship to child:	Relationship to child:
Address (if different to child's):	Address (if different to child's):
Mobile Number: Home Number:	Mobile Number: Home Number:
Email:	Email:
Place of Work:	Place of Work:
Work Number:	Work Number:

Name of Person with whom your child lives if different to above:		
Relationship to child:		
If you are separated who has parental responsibility and who does the child live with? <i>(please delete as appropriate)</i>	Mother	Father

WE WILL BE ADDING ALL PARENTS' CONTACT DETAILS TO OUR PARENTMAIL DATABASE UNLESS YOU TELL US OTHERWISE IN WRITING.		
Please ensure that you update your ParentMail user account each time you change your mobile number or email address		
We must have three other names and numbers of people that we can contact in case of an emergency- this is important and needs to be completed and should be different to the above information.		
1. Name:	Number:	Relationship to child:
2. Name:	Number:	Relationship to child:
3. Name:	Number:	Relationship to child:
By providing these details, you are agreeing that you have the consent of these people to share their contact details.		

Medical

Child's Doctor & Address:	Doctor's Telephone:
	NHS Number:
Do you give the school permission to administer first aid: Yes No	Do you give the school permission to call the doctor: Yes No
If your child is an asthma sufferer, please ensure that they have an inhaler in school which will be kept in the medical room.	
Vaccinations: (please tick below)	Dietary Needs: (Please include Vegetarian/Halal or any food allergies)
Tetanus	
Whooping Cough	
MMR	
Medical Information – Condition/History: (Please include asthma/ eczema/ or regular medication)	Medical Allergies:

Parental Consent

Please indicate below if you give permission for your child:	YES	NO
to participate in local, off-site school trips/activities		
to receive first aid or urgent medical treatment during any off-site school trips/activities		
to visit places of worship		
Please indicate below if you give permission for the school:	YES	NO
to use your child's photo on school premises		
to use your child's photograph in school publications		
to use your child's photograph on the school website and school social media		
to use your child's photograph in other publications (e.g. newspapers, television, etc.)		

To be completed by parents of Year 5 and 6 children

<p>My child comes and goes to school ALONE on the following days: <i>(Please tick)</i></p> <p>Monday Tuesday Wednesday Thursday Friday</p>	<p>My child comes and goes to school with an ADULT</p>
--	--

It is important to fill in all details as requested in this form.

Please let the school know IMMEDIATELY of any changes to the above information.

Parent Signature: _____ Date: _____

Under the General Data Protection Regulation (GDPR) we are collecting this data so that the school, as a public authority, can carry out its official functions. This data will be shared in accordance with our Privacy Notice.