

# Welcome to St. Wilfrid's Reception



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# Welcome to St. Wilfrid's

This booklet is designed to welcome you and your child to St. Wilfrid's Reception Year.

We hope that you will find this booklet useful as it contains lots of information about the sorts of things we do and things you can do to support your child at home.

Please feel free to contact school with any questions or concerns or once your child starts, speak to your child's class teacher at the end of the school day. It is important that you feel that your child will be able to settle quickly and calmly into school life.

We hope that your child will feel happy at our school and we look forward to the start of a wonderful partnership, supporting your child as they start their first steps at St. Wilfrid's.

Best wishes.

*The St. Wilfrid's Early Years Team*



# Settling in and getting to know us

Coming to school can be an anxious time for both you and your child. Please do not worry, as we settle the children into Reception in small groups and children only attend for a few days in the first couple of weeks.

It is important that the children are happy in the school environment and get to know the school staff. To facilitate this, we have a staggered start in September, where children will come in smaller groups to get to know their teachers and the Reception environment.

St Wilfrid's has three main buildings. Ash building houses the Early Years and Key Stage 1 (Infant) department and Cedar building houses the Key Stage 2 (Junior) department. The central Beech building contains the school office and Executive Headteacher's office.

## School Times and Access

Reception children enter school through their own classroom door. Each of our classrooms have their own cloakroom and toilets.

Classroom doors are opened at 8.45am, to enable the children to be settled in their classroom, for registration by 8.55am. Doors are closed and lessons begin at 9.00am.

If children arrive after their registration time and doors have been closed, please report to the school office in the Beech building. Children will receive their register mark and staff will take children to their classes.

If your child has an appointment during the school day, please report to the office and staff will collect your child from class.

If your child is returning to school following an appointment, again please report to the office to gain entry to school.

School finishes at 3.15pm. Children leave through their own classroom door once staff have seen someone to collect them. Staff will not let children leave the building if parents and carers are not present.

# Keeping Informed

We aim to keep you well informed about what your child is doing in school and how they are getting on. Staff are available to speak to at the end of every school day. We also provide information through:

- X (formerly known as Twitter).
- An online tool to share observations from home and school.
- Parents' Evenings to discuss your child's progress and future targets with you.
- Termly newsletters detailing planned activities and ideas about how to help your child with their learning.
- Annual school reports sent to you in the Summer Term.

In addition to this, we will send home relevant letters. These are placed in the children's reading bags or emailed through School Spider so it is important that you check these on a daily basis to keep up to date with information. If you require extra copies of letters or reports, please ask your child's teacher.

# Independence

Reception children learn lots of things during the year and the most important one of these is independence. Please encourage this as much as possible by:

- Allowing your child to come into the classroom on their own.
- Dressing them in clothes they can manage themselves (e.g. shoes with laces).
- On PE days, your child can come to school wearing dark coloured jogging bottoms or leggings and dark-coloured trainers (their PE uniform with the school PE t-shirt and school jumper).
- A coat they will recognise.
- Teaching them to use the toilet, zip up their own coats and how to use a knife and fork independently.
- Making sure their clothing is clearly labelled with their name.





# Assessment

Children in Reception work towards the revised framework 'Early Learning Goals'. These are statements of expectations for the children's learning. A baseline assessment will be sensitively undertaken by class teachers in line with National requirements.

We keep evidence of your child's development through pictures, writing and photographs. Evidence is kept electronically on an online app and in your child's books or file. You are welcome to look through your child's file at any point and at Parents' Evening.

This evidence is a record of your child's whole development and not just the things they do in school. You can upload to our online platform (this year we have used 'Evidence Me') things they have done at home or elsewhere such as pictures or writing your child has done, swimming certificates, video clips of them learning to ride a bike, reading, performing, baking and the many skills they learn and practise outside of school.

# Reading

Your child will receive a reading book and diary soon after starting school. We follow 'Essential Letters and Sounds' as our validated synthetic phonics programme throughout Reception and Key Stage 1. Further information will be shared to help you support your child in reading at the start of the Autumn term.

Reading bags are a very useful way of storing reading books and other items. The smaller, flat Velcro reading bags are recommended as they fit into trays and children can access them easily. They are available from Impressions or Slaters. Children do not need back packs or pencil cases.

# Absences

If your child is acutely unwell, please keep them at home. School should be notified by telephone or e-mail as soon as possible on the first day of absence. Additional verbal notification is also required on the 4th day if the child is still unwell. If your child is absent for more than 3 days, an email is also required when they return confirming the reason for the absence.

# Parent Helpers

We welcome parent helpers (and grandparents too) at our school. This may be helping with groups in classes or listening to children read.

Please contact the school office for further information.

# Money

We are a cashless school and all payments are made using Parent Pay. You will receive further information on how to set up an account once your child has started school.

# School Lunches and Snacks

As part of the Universal Free School meals, all children in Reception and Key Stage 1 are entitled to a free school lunch. These are healthy, well-balanced meals and there are a number of options for the children to choose each day. If you do not wish your child to receive a school lunch then you may provide them with a packed lunch. However, please ensure that these are healthy. We do not permit fizzy drinks, chocolate bars or sweets in school.

As part of the National Fruit Scheme endorsed by the Government, your child will receive fruit as a daily healthy snack. If you do not wish your child to be offered fruit then please inform us in writing. If you would prefer to send a snack for your child, please limit this to fruit or toast.



# Health and Hygiene

As part of our school policy, we may only administer medicines that a doctor has prescribed to be taken 4 times daily. If your child is acutely unwell, then you should keep them at home. Where possible, all medicine should be taken at home. No pupils will be given medication without written parental consent using the school's medical consent form. This can be obtained from the school office in the Beech Building.

Inhalers will be kept by the Reception teachers and written parental consent is required.

Please keep us informed of your child's medical needs, including allergies, both short-term and long-term. If your child has an ongoing medical need or condition, a Care Plan should be completed with our Learning Mentor. Please let the school office know if this is required.

We encourage children to drink water throughout the school day. Please can children bring a named bottle into school each day containing water. Children have access to drinking water via a water cooler located in the Reception resource area.

If your child has a toileting accident in school do not worry. We will change your child quickly and privately. Please can you provide a change of underwear in a named small zip lock bag; if this is not available, we will use school clothing. We will put any soiled clothing in a plastic bag to take home. If school clothing is used, please send it back once it has been washed.

As a healthy school we do not allow the children to eat sweets, and as part of this children should not bring these into school. Birthday treats to be given out to the class in the form of sweets and cakes are not permitted.

Finally, for health and safety reasons, children are not allowed to wear earrings in school.

# Clothes and Uniforms

St Wilfrid's School Uniform is:

Navy blue sweatshirt  
Light blue polo-shirt  
Trousers or skirt (elasticated please!)  
Velcro or pull-on shoes (no laces please!)

Summer Uniform:  
Blue checked dresses or grey shorts.  
Blue or white hair accessories.

P.E. Uniform:  
Sky blue T shirt  
Navy blue shorts  
Black pumps  
School jumper, cardigan or school PE sweatshirt

Please write your child's name in all their clothes and belongings including shoes and bags. This does not have to be a sewn-in label, permanent marker works just as well.

## Belongings without names often get lost!

Book bag: flat blue book bag for reading book that can go into your child's tray each day. If they are bringing a bag for their snack and water bottle, please make sure it is not bulky.

Coat: one they will recognise as their own which is labelled

Water Bottle: This must be water, not fruit juice or cordials.

Change of underwear: In a labelled clear sandwich bag that can go in their tray.