



SARRATT CHURCH OF ENGLAND PRIMARY SCHOOL

*Laying the foundations for our children to be confident, respectful and to achieve their full potential.*

# Welcome to Reception Class

September 2021

Dear Parents and Carers,

Welcome to Sarratt Church of England School. Usually at this time of year, we would be welcoming you all into school for an open morning to help you and your child know a bit more about what to expect in September. This year, we've had to do things a little differently so instead the team have prepared some information to read and share with your child. This will help you all to prepare for their new, important chapter.

Warmest regards,

*Nicola O'Hare*  
Head of School



## Meet our Team

A team of people will be working with you in your child's education and development. Here are a few faces of those who will be working directly and indirectly to support you and your little one.

### Miss Stowe - Reception Class Teacher

Hello, I am Miss Stowe. I am the Reception class teacher at Sarratt Church of England School. I am looking forward to meeting you all and teaching you lots of exciting things. I love reading lots of different stories and singing songs.



### Mrs Lee - Early Years Practitioner

Hello, I am Mrs Lee. I am the Early Years Practitioner in the Reception Class at Sarratt Church of England School. I am excited to see you all and helping you to learn lots of new skills.



I love being creative with paints, collage and model making.

In Reception we work as a team. We both teach, make assessments, nurture, encourage independence, develop children's own interests, create a stimulating environment and foster a love of learning.

We have both got many years of experience working with children in school and have in fact been very fortunate to work together as a team for many years both here at Sarratt school and in another school in Hertfordshire.



We actively encourage good relationships with children, parents, carers and extended family members. We feel this is an important part of our role and it supports children's transitions and development on their learning journey.

We look forward to meeting you in September ready to start this exciting year.

Along with Miss Stowe and Mrs Lee we also would like you to meet...

**Mrs Tarak – teaching assistant**

Usually based in Year 4, Mrs Tarrak also supports in Reception some afternoons. She loves being creative and always has a big smile on her face. Mrs Tarak started Sarratt life as a member of our parent community and is dedicated to the school.



**Mrs Whittaker – Lower School Phase Leader**

Mrs Whittaker leads the Early Years and KS1 team in school. She is also the Year 1 class teacher. Mrs Whittaker has been at Sarratt School for 6 years. She is Science curriculum lead and loves to organise events and challenges for the whole school.



**Mrs Serby – Assistant Head of School**

Mrs Serby has been involved with the school for a number of years, starting as a parent before returning as a teacher. She is the Year 4 class teacher and leads a number of curriculum areas including English, Computing and Music. With a history in theatre, Mrs Serby is committed to opening the children to creative experiences. She is also mad about children's literature!



Our friendly office team are always here to help:



Mrs O'Brien: Administrator

Mrs Wyland: Administrator

Miss S Presswell: Finance & Premises

## Reception Information

### Classroom Organisation

The classroom is organised into a variety of areas; construction, small world, reading area, role play, writing, maths and art.

Children learn and develop through adult led tasks and child initiated activities.

### The Curriculum

The curriculum in Reception is based on the Early Years Foundation Stage. This means that lots of the children's learning is undertaken through structured play and adult led activities. The curriculum has seven areas of learning:

- Communication and language
- Physical Development – moving and handling, self-care
- Literacy – reading and writing
- Mathematics – number, shape, space and measure
- Personal, Social and Emotional Development
- Understanding the World – people and communities, the world and technology
- Expressive Arts and Design



All topics are taught in a cross-curricular way, covering lots of different aspects of learning at the same time. We observe your children in their play so that we can see where they are in their learning and where we need to take them next.

### Foundation Stage Outdoor Classroom

The children of the Reception class have the use of an outdoor classroom, which has areas which mirror the indoor space.



## Important Information

### Your Child's Health

We ask you to complete your child's admission form with details of names and telephone numbers of people to contact in an emergency or in case your child is ill at school. Please remember to inform the office of any changes of contact details, especially if you change your mobile number. We will of course try to contact you first.

Following NHS guidance if your child has a high temperature, keep them off school until it goes away. From time to time children are sick either at home or at school. Unfortunately, it is not possible to distinguish between the causes, and therefore it is essential that the same rule of exclusion applies in all cases of vomiting or diarrhea: children must remain off school for 48 hours from the cessation of vomiting or diarrhea. For further guidance please visit the NHS website. Please keep the school informed of any pertinent medical conditions, including any allergies. If your child needs either regular or ad hoc medication during the school day, we have a form that we require you to fill in that can be found on the school website or you can contact the school office.

Teachers are not allowed to administer any medication, so if your child is ill and needs medication, we have a form that we require you to fill in which explains the procedure. Please ask at the office. School staff who have been first aid trained will only administer medication to your child if you have completed the form. Please bring the form and medication to the school office rather than your child's teacher.

During your child's first year at school the NHS Public Health Nursing Service will deliver the Healthy Child Programme as well as checking your child's vision and hearing and recording their height and weight. The Public Health Nursing 5-19 (School Nursing) Service, have developed a short whiteboard animation this can be found on the Family Centre Service website: <https://www.hertsfamilycentres.org/> If you have any further questions please contact the service on 0300 123 7572

If your child is asthmatic and needs an inhaler during the day, please see the class teacher and this will be arranged. Please keep us up to date if your child's medical circumstances change during the school year including any allergies if they develop.

## School Uniform

We believe that the wearing of uniform creates a sense of community identity and helps the children focus on their education as soon as they dress for school each day. Our uniform has been chosen for its ease of availability in general high street stores. It is vital that each child's clothing is clearly named.

Order My Nametags name labels, and help us raise funds for our school, use School ID 73403.

### Boys

Green jumper\*

White polo shirt (Reception-Year 4)\*

White shirt and green school tie\* (Years 5 and 6 only)

Grey trousers/shorts Grey/black socks

Proper black school shoes

A seasonally suitable coat

### Girls

Green jumper or cardigan\*

White polo shirt (Reception-Year 4)\*

White blouse and green school tie\* (Years 5 and 6 only)

Grey skirt/tunic or grey trousers/shorts Green and white dress (summer) White/grey socks Green/grey/black tights

Traditional black school shoes, please no Chelsea boots or fashion shoes, straps are preferable  
A seasonally suitable coat

### All pupils – PE Kit

Trainers – For Reception these MUST be Velcro, no laces are permitted for safety reasons

Bottle Green shorts/skort\*

Purple Polo\* Purple Hoodie/Zipped Hoodie\* for Reception zipped recommended (optional)

Black tracksuit bottoms or sport leggings--leggings must be plain, thick, and not see-through

\*Jumpers, cardigans, and polo shirts with the optional school crest can be purchased from Beat School Uniform. <https://beatschooluniforms.co.uk/> BSU also stock all core uniform items and other optional items such as fleece jackets, raincoats, summer hats and hair accessories.

For Reception children a **named pair of wellies** to stay in school is essential so the children could take full advantage of being outside as much as possible.

All children need a **named** water bottle brought from home every day.

Jewellery and Decoration With the exception of "simple" wrist watches, jewellery should not be worn in school. Hoop earrings and chains are a real danger. Children with pierced ears should wear simple studs. Make up and nail varnish are not permitted.

### **Hair**

Long hair should be tied back for school. Hair decoration must be discrete and in school colour.



## Physical Education

The children have two sessions of PE a week. To participate in this session your child will need to wear a P.E. kit, which is a purple PE polo, purple PE hoodie zipped hoodie preferred (optional), green shorts, and a pair of Velcro plimsolls/trainers. Please note, for safety reasons we ask that Reception age children only wear Velcro fastening trainers. Children will need to wear PE kit on their allocated PE days (further information will follow).

## Our Approach to Reading

When the children start school we begin by helping them to learn the letters of the alphabet through the Jolly Phonics scheme, we then teach phonics using the Letters and Sounds systematic scheme. We want to encourage the children to develop a love and understanding of books. Your child will receive a reading book and reading record book when we feel they are ready to begin the reading process.



Please help your child practice their story-telling using picture clues and key words.

Please write any reading comments in their reading record book.

Children who read at home with their parents learn to read quicker than those who only read in school; therefore we really value your support in this process.

## School Routine

At the start of the day you must stay with your child in the Reception garden until the doors are opened and the teacher greets the children and at home time you are asked to collect your child from the Reception garden.

Please ensure that you always inform the class teacher if someone else is collecting your child, as your child will only be released to the named care, helping us to keep your child safe.



### **Snacktime**

Snacktime fruit is provided free of charge daily.

### **School Meals**

**Your child will get a free lunch at school if they're in Reception class, Year 1 or Year 2.**

You can book your schools meals via School Grid [www.schoolgrid.co.uk](http://www.schoolgrid.co.uk), an activation e-mail for school grid will follow. There are four options each day prepared onsite by our wonderful cook, Zoe. Should there be a day where nothing on the menu appeals to you little one, don't worry, you can provide a packed lunch instead. Please read our packed lunch policy <https://sarratt.herts.sch.uk/wp-content/uploads/2020/05/PAKED-LUNCH-POLICY.pdf>



Children in Reception may be eligible for Early Years Pupil Premium. This provides the school additional funds to help provide for your child's needs or help with school expenses e.g. uniform, clubs and visits.

Check your eligibility and apply online: <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx>

or call 0300 123 4048

### **Communication from school**

We use ParentMail for our whole school communications. You will receive an activation email for ParentMail before the autumn term starts. Every Friday you will receive the Newsletter via ParentMail this will have all the dates of events and any information you will need. This will also be available on the school website.

If you have any queries about anything do not hesitate to contact school in person or by one of the methods below.

### **Out of School Care**

#### **Homework and Breakfast Club**

Children attending the onsite Breakfast club will benefit from a productive start to their day and a healthy breakfast. This club is run in our school hall, please contact the office for more information.

The Sunrise afterschool club provide an OUTSTANDING childcare service, Monday to Thursday afternoons from 3.15pm to 5.45pm. They also offer great discounts. For more information, their website is [www.sunriseandsunset.org](http://www.sunriseandsunset.org) If you think you might need their services in the next academic year, do please contact Pippa Alexander (07850 871169 / [pippa@sunriseandsunset.org](mailto:pippa@sunriseandsunset.org)).



## Important Information

### First week timetable

Please see the front of this pack for confirmation of which house group your child is in.

Please bring your child's birth certificate or passport to the school office on Tuesday 7<sup>th</sup> September so we can make a copy for our records.

#### **Monday 6th September - Play and stay hour with parents**

Red group	9:00 - 10:00
Yellow group	10:30 - 11:30
Green group	12:30 - 13:30
Blue group	14:00 - 15:00

#### **Tuesday 7th September**

Red group	09:00 - 11:30
Yellow group	09:00 - 11:30
Green group	12:30 - 15:30
Blue group	12:30 - 15:30

#### **Wednesday 8th September**

Red group	09:00 - 12:00
Yellow group	09:00 - 12:00
<b><i>Lunch for red and yellow group at 11:30 (collect at 12:00)</i></b>	

Green group	12:30 - 15:30
Blue group	12:30 - 15:30
<b><i>Lunch for green and blue group at 12:30 (collect at 15:30)</i></b>	

#### **Thursday 9th September - Full time school begins for all groups**

Sarratt C of E Primary School,  
The Green,  
Sarratt, Hertfordshire,  
WD3 6AS.

**Tel: 01923 262003**

**Email: [admin@sarratt.herts.sch.uk](mailto:admin@sarratt.herts.sch.uk)**

We look forward to seeing you soon.

Warmest regards,

Mrs O'Hare and The Sarratt Team