



# Parent guide to Reception

# Wrens and Robins

South Hill Primary School: 'Building Character, Learning Together'  
email: [admin@southhill.herts,sch.uk](mailto:admin@southhill.herts,sch.uk)

# Meet the teachers



**Mrs Rich**  
**Robins Class Teacher**  
**EYFS Lead**



**Mrs Clare**  
**Wrens Class Teacher**



**Mrs Jandu**  
**Wrens Class Teacher**

# Meet the Teaching Assistants



Miss Knapp  
TA across both  
classes



Mrs Khan  
TA in Wrens class



Mrs Smith  
TA in Robins class

# Reception Wrens

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## **Class Teachers**

- ❖ Mrs Jandu – Class Teacher (Monday)
- ❖ Mrs Clare - Class Teacher (Tuesday to Friday)

## **Teaching Assistants**

- ❖ Mrs Khan
- ❖ Miss Knapp

# Reception Robins



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## **Class Teacher**

- ❖ Mrs Rich (Early Years Lead)

## **Teaching Assistants**

- ❖ Mrs Smith
- ❖ Miss Knapp

# Pick ups and drop offs



At the start of the school day, children in Reception enter through the Reception class doors. These can be found to the left of the school building, down the sloped path. Children are dismissed from the same doors.

**Wrens parents should stand along the sloped path and Robins parents should stand in front of the main doors.**

Children will be dismissed by the class teacher when the teacher can clearly see the child's parent. Children are taught to wait until they hear their name before leaving. Please be patient while we ensure children are dismissed safely.

**It is extremely important that you inform a member of the Early Years team if someone else will be collecting your child.** Your child will **NOT** be sent out to anyone other than their parents unless we are notified beforehand.

If plans change throughout the day, please contact the school office.

**We are happy to have a brief chat to hear information and messages about your child, but please wait until all children are safely dismissed to their adults.**

**Drop off in the morning is 8:40 and you are invited into class to read with your child until 8.50am.**

**Pick up is at 3:15pm at the end of the day.**

# Reception



## Timetable:

This is a sample timetable only.



Reception Timetable for Week 5 - Aut 2							
9.00- 9.10	9.10-9.45	9.30 – 11.10	11.10-1130	11.30-11.45	11.45	1.00	1.10 – 2.45
Register SIGN OF THE WEEK	Phonics groups	Literacy input Literacy groups CIL in and out	PSHE – No Outsiders	Story time (T daily read)	Lunch	Register	ICT Time  Maths input Maths groups  CIL in and out
Register SIGN OF THE WEEK	Phonics groups	Wrens PE Literacy input - Robins Literacy groups CIL in and out	RE – Discovery	Story time (T daily read)	Lunch	Register	singing assembly  Maths input Maths groups CIL in and out
Register SIGN OF THE WEEK	Phonics – red words	Literacy input Literacy groups CIL in and out	Music – Charanga	Story time (T daily read)	Lunch	Register	ICT Time  Maths input Maths groups  CIL in and out
Register SIGN OF THE WEEK	Phonics groups	Robins PE Literacy input - Wrens Literacy groups CIL in and out	Circle Time- South Hill Way	Story time (T daily read)	Lunch	Register	ICT Time  Maths input Maths groups CIL in and out  Library time 2 and 2.30
Register Star of the Week	Phonics groups	Literacy input Literacy groups CIL in and out	Circle time Review of the week	Story time (T daily read)	Lunch	Register	Forest Schools Alternate weeks. Whole class 40 mins.  CIL in and out – Art Focus

# Autumn term topic



In Reception, learning is based around a different overarching topic each half term. These topics align with the children's interests and are usually generated by them. Our first topic is '**All About Me**'.

We will be focussing on getting to know each other, learning our names, our likes and dislikes, making friends and being kind. We will also be exploring our different cultures, traditions, beliefs and celebrations, emphasising how special we all are. We learn how to keep healthy bodies using the five senses and thinking about what we eat and drink to take care of ourselves. Most of all we will be settling into the rules and routines of school life and having FUN!





# Homework



This half term we encourage children and parents to focus on reading and letter sounds as their main home learning.

Daily Read, Write Inc Phonics sessions take place to teach the alphabet sounds and how to blend sounds into words. From week 4 we will send home a sheet every day with each new sound, for you to practice saying and writing at home. We will also send home flashcards of the sounds each week.

Please use these to practise newly learnt sounds and to begin blending for reading.

These **do not** need to return to school. Keep them at home to practise again and again.

Official home learning will begin after October half term and more information will be given nearer the time.

# Reading books



In the reception year, at the start of their reading journey, pupils will have three types of reading books: Prime, Power and Pleasure.

Each child will start this half term with a picture reading book. This is to provide opportunities for you to talk together about stories, make up your own stories, use story language and increase their vocabulary. **If a child cannot tell a story, they cannot write a story.**



**PRIME Books are linked to a RWinc Book that is used in phonics sessions and has matching sounds. These books are essential for decoding and for early reading.**

**POWER Books are levelled by book bands, they are from a variety of reading schemes. These books give a structured approach to children developing their reading further.**

**PLEASURE Books are 'real books' found in the school library and class reading areas.**

# Reading Records



## **Prime and Power Books -**

Power books will be changed **once a week** on your child's reading day. Prime books are changed every Friday.

Power books will be sent home from Week 3 of school, in a plastic wallet. Prime books will be sent home from the second half of Autumn term when children have reached the appropriate stage.

## **Children should have their reading books, reading record book and their folder in school EVERY day.**

Please read with your child every day and note this in your child's reading record. A date and signature is fine, but you are also welcome to write a short positive comment to let us know how he/she is doing eg 'great reading today'.

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# The South Hill Way





At South Hill, we all follow 'The South Hill Way'. These are our behaviour values.

We use 'The 4 R's' to help us know what behaviour is expected at school and these are based on promoting 'British Values', which are Democracy, The rules of law, Individual liberty and Mutual respect.

## The South Hill Way




	<h3>Reflect</h3> <ul style="list-style-type: none"> <li>- We listen carefully to everybody.</li> <li>- We value every person equally.</li> <li>- We are responsible for our own progress and learning.</li> </ul>	<p>We follow the British value of:</p> <p><b>DEMOCRACY</b></p>
	<h3>Responsibility</h3> <ul style="list-style-type: none"> <li>- We follow our school and class rules.</li> <li>- We make good choices and learn from our mistakes.</li> <li>- We keep ourselves and others safe.</li> </ul>	<p>We follow the British value of:</p> <p><b>THE RULE OF LAW</b></p>
	<h3>Resilience</h3> <ul style="list-style-type: none"> <li>- We all have the right to express our own opinions and views.</li> <li>- We show respect to everyone, even if we disagree with them.</li> <li>- We have freedom to make our own choices.</li> </ul>	<p>We follow the British value of:</p> <p><b>INDIVIDUAL LIBERTY</b></p>
	<h3>Respect</h3> <ul style="list-style-type: none"> <li>- We value our different background and beliefs.</li> <li>- We are polite and have good manners.</li> <li>- We help others to learn and to fulfil their potential.</li> </ul>	<p>We follow the British value of:</p> <p><b>MUTUAL RESPECT</b></p>

# The South Hill Way



Working alongside, 'The South Hill Way' is our **behaviour model** which details possible rewards and consequences for expected and unexpected behaviour.

**In Reception our behaviour management is age appropriate and takes into consideration all children's different stages of development.**

South Hill Behaviour Model			
Expected Behaviours		Unexpected Behaviours	
 <ul style="list-style-type: none"> <li>Following The South Hill Way</li> <li>Being Kind and Caring</li> <li>Showing Respect</li> <li>Having the right equipment</li> <li>Taking responsibility</li> <li>Listening</li> <li>Honesty</li> </ul>	<ul style="list-style-type: none"> <li>Sitting appropriately</li> <li>Taking Turns</li> <li>Displaying good manners</li> <li>Walking when inside</li> <li>Following class rules</li> </ul>	<ul style="list-style-type: none"> <li>Physically hurting</li> <li>Swearing</li> <li>Spitting</li> <li>Unkindness</li> <li>Disrupting learning</li> <li>Being Rude</li> <li>Refusal to follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>Damaging school property</li> <li>Wandering around</li> <li>Passing notes</li> <li>Racist/Homophobic language</li> <li>Stopping yourself or others from learning</li> </ul>
Incentives	Teaching	Consequence	Teaching
<ul style="list-style-type: none"> <li>Stickers</li> <li>Certificates</li> <li>Extra golden time</li> <li>Class rewards</li> <li>House Points</li> <li>Extra break time</li> <li>Head Teacher Award</li> <li>Speaking to Parents</li> </ul>	<ul style="list-style-type: none"> <li>Modelling behaviour</li> <li>Conversation</li> <li>Verbal/ Specific Praise</li> <li>Reminder of expectations</li> <li>PSHE/Zones/Circle time</li> <li>Catch the Good</li> </ul>	<ul style="list-style-type: none"> <li>Time away (reflection)</li> <li>Minutes off:</li> <li>Break/Lunch/Golden Time</li> <li>Time in another class</li> <li>Catch up missed work (At Home/break time)</li> <li>Speaking to Parents</li> <li>Speaking to Senior Leader</li> </ul>	<ul style="list-style-type: none"> <li>Conversation</li> <li>Restorative conversation</li> <li>Modelling</li> <li>Social stories/Comic strip conversations</li> <li>Reminder of expectations</li> <li>Verbal Warning</li> <li>PSHE/Zones/Circle Time</li> </ul>

# Communication



In Reception we are lucky to have regular face to face contact with our parents. We are available to answer questions during drop off and pick up times. **To keep your children safe please wait until all children are inside school or have been dismissed.**

**You will receive regular communications from the school via school emails and newsletters. You can also check for further information on our website.**

To contact the office or a member of the Early Years team via email, please use the address below. The admin team will forward emails on to the relevant staff member.

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

Once we have all settled into school and the new routines, we will be using Class Dojo and Tapestry to share learning, whole school and Early Years news with you.

You will be given a login and password later in this term. It is important that the office has up to date email addresses for you so we can register you on tapestry and dojo.

# Class Dojo



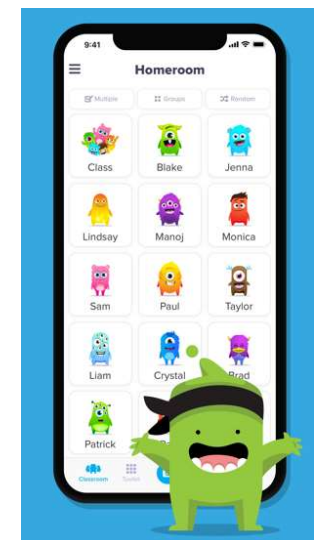
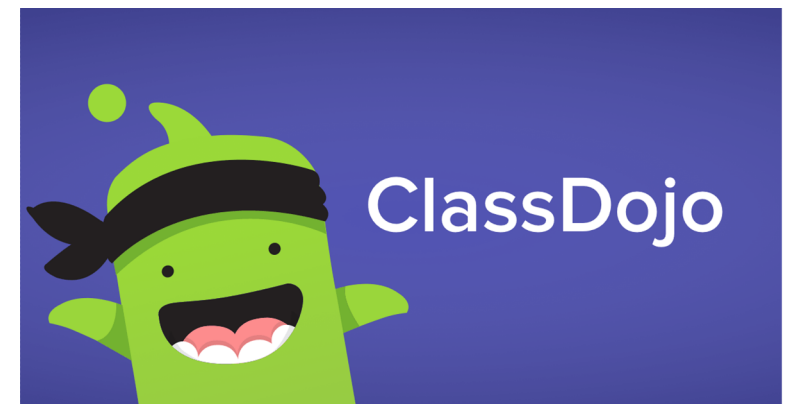
Like the rest of the school, we use the app '**Class Dojo**' to communicate with parents.

Class Dojo is used for Reception specific messages and reminders, as well as whole school news and messages.

Once we send out the logins, it is vital that you download the app and engage with us in this way.

**Please could we remind all parents that we do not use the messaging function on the app. All messages need to be sent via the school email address:**

**[admin@southhill.Herts.sch.uk](mailto:admin@southhill.Herts.sch.uk)**



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# Tapestry – Learning Journals



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In Reception we use Tapestry to record significant moments in your child's learning and development. We upload photos, videos and text when your child has had a 'WOW' moment in their learning.

We also encourage parents to engage with Tapestry and upload your own content. When we start home learning in Autumn 2 you can upload your homework to tapestry for us or do it in the homework book we give you. You will have received a form to sign in your starter pack which allows us to create your account and will receive an email link in a couple of weeks to activate this.

Please make sure you activate your account as soon as possible to ensure you can see your child's journal. You may also wish to download the Tapestry App on your smart phone or tablet. It is free.

**Please speak to a member of staff if you have any difficulty in accessing your account.**



# Housekeeping



- **Waterbottles** – please could we ask that every child has a named water bottle in school and this is taken home daily to be cleaned and refilled. **Juice of any kind is not allowed.**
- **PE Kit** – Children come into school in their PE kit on their PE days. Wrens PE day is Tuesday and Robins PE day is Thursday. They will wear their PE kit all day on this day.
- **Fruit snack** – The government provide fruit and vegetables for the children to enjoy each day. Milk is also provided for those who have requested this. Please contact the office for more information if required.
- If your child has a packed lunch please do not include any sweets or chocolate bars.



# How can I help my child at home?



- **Reading-** Ensure your child is reading their book with you at least 5 times a week for a few minutes and ask them questions about what they have read to ensure they understand and develop their comprehension skills. Read books to your child and try to use a wide variety of fiction and non fiction.
- **Talking –** talking to your child is the best way to help them. Discuss their day as you make dinner. Ask them what conversations they have had with their class teacher about their learning. Try asking specific questions such as ‘What was the best part of your day?’
- **Learning through play-** Use games at home to practice key learning skills. For example, you could ask your child to tell you a story, sing you a song, make a model with you, play a game involving counting, and so on. Children really love to play simple board games with their parents so that is always an easy win!