



Welcome To West Park Academy Reception

A warm welcome to everyone new to our school. We understand that this can be an anxious time for both children and parents as the new term begins. We would like this opportunity to introduce ourselves to those who are new to the school and to give you a little information to ease the settling in period. Please do not hesitate to chat to a member of staff if you have any concerns or questions. The staff in Reception are all excited about working with you and your child and together we can celebrate your child's achievements and help them to reach their full potential.

Mrs Victoria Harrison – Reception 1 Teacher
 Mrs Hannah Fenwick – Reception 2 Teacher
 Miss Hayley Woodcock – Early Years Lead
 Mrs Jodie Storey –Teaching Assistant
 Mrs Louise Scaife –Teaching Assistant
 Mrs Alison Holder–Teaching Assistant
 Miss Charlotte O'Neil- Teaching Assistant Apprentice

We also thought you might like a copy of the Reception routine so that you have some idea of the sorts of things your child will be doing at school once settled.

AM	Children and adults will be:	PM	Children and adults will be:
8.45 – 9.00	Door opened- children and parents greeted by staff members. Children hang up coats and put book bag in correct box. Child-led learning – children independently select activities	12.30 – 12.50	Children are registered and take part in a group time activity
9.00 – 9.05	Children are welcomed as a whole group at Register Time	12.50- 2.00	Children take part in choosing their learning - child initiated learning. An adult focus may take place at this time and water, milk and fruit are available. The outdoor area also opens.
9.05 – 9.20	Group Time - children have the opportunity to welcome each other, count how many children are here today, and discuss their news, the weather and activities for today's learning and fun.	2.00-2.10	Group Time- story/ action songs/ rhymes/ music or a small topic activity.
9.20 – 10.55	Children take part in choosing their learning - child initiated learning. An adult focus may take place at this time and water, milk and fruit are available. The outdoor area also opens.	2.10-3.00	Children take part in choosing their learning - child initiated learning. An adult focus may take place at this time and water, milk and fruit are available. The outdoor area also opens.
11.00- 11.05	Children all help to tidy up indoors and outdoors	3.00-3.20	Group Time- story/ action songs/ rhymes/ music or a small topic activity.
11.05- 11.20	Group Time- story/ action songs/ rhymes/ music or a small topic activity.	3.20-3.30	Home time- Children collect coats and empty trays. Parents to wait outside as staff send children out one by one
11.20- 11.30	Children wash hands and get ready for lunch		



Welcome To West Park Academy Reception

Uniform

We want everyone to feel a part of the Academy and wearing uniform is a big part of our identity

- Grey or black trousers, pinafore or skirt
- Yellow or purple polo shirt
- Green sweatshirt or cardigan
- In summer, grey shorts may be worn, or a green, yellow or purple gingham dress.



Each child also needs

- School reading folders/book bag
- A spare bag of clothes to keep on their peg

PE Kit Requirements

The children will also have PE sessions once a week in the hall. Please make sure your child's PE kit is labelled. We send PE kits home at the end of every half term.

Please provide your child with a sensible PE kit. This kit should preferably be in the school colours; however, this is not mandatory.

The kit must consist of the following items:

- t-shirt
- shorts
- plimsolls/trainers (Velcro)



The school uniform is available via Elizabeth's Embroidery ([link on the website](#)) who can also embroider your child's initials on.

Home Time

For the safety of all the children, the staff let the children out of Reception one at a time. As we get to know you and other people collecting your child, please come forward so staff can see you. That way, the children do not become distressed when they cannot see you.

Toys in school

We would be grateful if toys from home are kept at home so they do not become lost or broken in school.

Baking money

We ask for a voluntary contribution of **50p each week** to enable us to bake with the children. The children love the opportunity to make cakes, biscuits, play dough, bread as well as curries, stir-fries



Welcome To West Park Academy Reception

and fruit salads. This is a great way for them to learn about healthy eating, where different foods come from as well as turn taking, health and hygiene issues, maths and science too.

Tapestry

The staff at school get to know your child very well during his/her time in Reception. Observations and assessments are made of your child and these will be shared with you via Tapestry but also at parent consultation meetings.

A termly newsletter can be viewed on the school website with an overview of the half term.. We also like to know what your child enjoys doing at home or specific interests they have or achievements made. These can be shared on Tapestry too. At the beginning of term, we will be sending out further details.

The Sunshine System

We would also like to make you aware of the 'Sunshine System' which operates in Reception. Each day, each child starts the day with his/her photograph on the sunshine. If they do something really good or extra special- a kind deed or achieving a personal best, for example, then his/her picture may move to the rainbow. If a child chooses not to do the 'right' thing, they would be given a warning and may be asked to move his/her face to the cloud. Thinking time would be given whilst they contemplate his/her actions. In most cases, you would be informed if your child ended up on the cloud.

Marvellous Me

We also use a text messaging service 'Marvellous Me' which you can also sign up to. This will alert you with messages for example if they have gone on the rainbow or worked hard in phonics.

Lost property

We do our best to remind children to put jumpers/cardigans in their tray when they take them off. However, when clothing isn't labelled or it goes missing in another part of school, it will end up in the lost property boxes which are at the front of school. We would like to remind you that it is not the responsibility of the teachers to check lost property. They can be checked before and after school.

Sun cream

When the weather is sunny, please remember to apply sun cream before your child comes to school. Can they also bring a named sun cream bottle and hat to wear.

Medication

Only medication prescribed by a doctor can be administered by staff at school after completing a form at the office. If your child is **asthmatic**, it is imperative that we have an inhaler that can stay at school. Please ensure this comes in a box with your child's name on and is in date.

Children achieve best when families and professionals work together so we would very much like to see this as the beginning of a partnership, a shared approach to supporting your child's development and his/her learning. Early learning is the key to your child's future and families make the greatest difference at this stage!

Many thanks,
The Reception Team