



## An 'A to Z' of Reception– Additional Information

**Absence** - If your daughter is absent from school due to illness, please notify the Junior School office on [jsadmin@put.gdst.net](mailto:jsadmin@put.gdst.net) and copy in your daughter's class teacher and teaching assistant. Alternatively, phone **020 8788 6523** before **8.25am**. If your daughter has a sickness or tummy bug, we ask that she stays off school for 48 hours after her last bout.

*For all other absence requests, please contact the Head of the Junior School [p.page-roberts@put.gdst.net](mailto:p.page-roberts@put.gdst.net)*

**Apron** Please provide your daughter with a long sleeved named art apron; waterproof ones work best. This will be kept on your daughter's peg in school.

**Birthday Cakes** We are very happy for girls to bring fairy cakes or small treats to school to share with their friends on their birthday, but please remember to keep them nut free. These will **not** be eaten during the school day but will be shared just before home time. Please liaise with your daughter's class teacher / FOPHS rep so that birthday cakes can, if needed, be staggered over the course of a week.

**Bus Routes** Putney High School offers various bus routes, which operate at the beginning and the end of the school day. Further information / sign up details can be found [here](#):

**Co-Curricular Programme** There are no clubs for Reception girls in the autumn term as there is a lot of change for the girls to get used to and they get very tired - our focus is on the girls settling and making friendships in the autumn term. Clubs will be offered in the spring and summer term and will be drop-in clubs during lunch break.

**Collection arrangements** At the end of August we will ask you to complete a '**Collection Arrangement Form**', so that we know and have contact details of who is collecting your daughter each day. It is essential that you name an emergency contact and provide a phone number for them. Please do email your daughter's teacher, teaching assistant and the Junior School office as soon as possible if **any** of your collection details change ie. if your daughter is going home with someone different, if you move house, change phone number or you employ a new nanny. If there is a change to collection arrangements which occur during the school day, please email the Junior School office and the class teacher and teaching assistant as they may not be able to pick up their emails in the afternoon or may be absent.

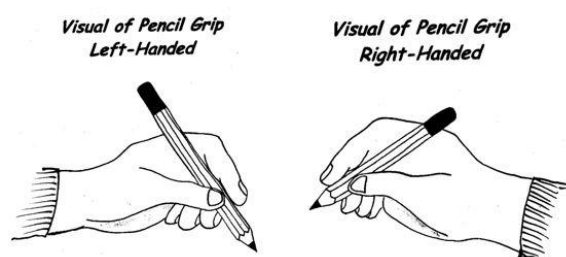
**Communication** We are committed to an open door policy and welcome you to contact the school via telephone or email at any time during school hours. Queries and updates can be passed on to the teacher or teaching assistant at drop-off or pick-up. More serious concerns are better discussed in person, so please request a meeting time with the appropriate member of staff. Please note that urgent information must be communicated via the school office **020 8788 6523** / [jsadmin@put.gdst.net](mailto:jsadmin@put.gdst.net) and that correspondence about last minute changes to pick-up or attendance should also be circulated with your daughter's class teacher and teaching assistant.

## EYFS Early Years Foundation Stage

**Early Learning Goals (ELGs)** These are developmental and attainment expectations set out for Reception aged children to achieve by the end of the Reception year and will be the basis of assessment at the end of the year.

**Firefly** is our online platform for girls, staff and parents. Once your daughter has started school you will have full parental access to Firefly.. Each week we post a blog which includes photos and links to activities the girls have done in class. We also post a 'Week Ahead in Reception' letter to inform you of our curriculum focus for the forthcoming week and alert you to any dates and housekeeping items.

**Handwriting** Your daughter will be given a name card at the start of term so she can practise writing her name following our school handwriting policy. Please use this to support your daughter's name writing and help her develop a good pencil grip.



**Health** We have a list of girls with specific medical conditions. Do, however, keep us updated if your daughter has a health issue, however small, or suffers from an allergy. If she requires medication, e.g. inhaler or EpiPen, we need two sets of named medication in school, one for the classroom and one for the Junior School Office. If your daughter requires medication administering during the school day, you need to complete a 'Permission to Administer Medication' form which will be available on Firefly.

**Jewellery** No jewellery please.

**Jumpers** Please help your daughter learn to take off and put on her P.E. jumper herself.

**Key Person** Your daughter's key person is her class teacher RT: Miss Jo Tew (Deputy Key Person Miss Mollie Hanley). RW: Miss Lydia Whitehouse (Deputy Key Person Mrs Marian Cook). Miss Tew is the Named Person for Behavioural Management in the EYFS.

**Learning from Others** We value each child's own interests and acknowledge that girls can be very knowledgeable about topics that interest them. In the spring term, we will be writing to ask each girl what their topic of interest is. Each week, one girl from each class will then get a chance to talk about their chosen topic and share their knowledge with the class so that we can all learn from each other.

**Library books** Your daughter will visit the Junior School Library once a week. Please make sure she returns her book in order to be able to take a new one home. You will be notified which day is library day.

**Loops** Please sew a long loop on to art aprons, coats, cardigans and jumpers. This makes it much easier for the girls to hang things up for themselves.

**Lunches** There is a wide selection of food for lunch each day. Girls are encouraged to try the food on offer but are never forced to eat anything they do not want to. Your daughter's teacher will accompany her to lunch and will be there to help her choose her lunch, along with the teaching assistant. In order to develop the girls' independence we do expect them to use a knife and fork at lunch time. The Teaching Assistants are there to help the children throughout lunch time but practice of this at home will really help to support the girls in acquiring this vital skill. Menus for the week are on the school website. We recommend that you talk to your daughter about what is for lunch each day to help her decide as this can really help speed up the lunch time procedures. The lunch menus are available on our school website and a link is attached to Mrs Page-Roberts weekly newsletter.

**Millie and Mollie the Maths Monkeys** Each girl will get the opportunity to have Millie or Mollie monkey for the week and are encouraged to carry out maths activities at home using the resources provided. They are asked to create a poster of the maths activities undertaken at home, to share with their class, back at school. Millie and Mollie monkey go home with someone on a Friday and we ask that they return her to school the following Thursday.

**Named items** Please do ensure you name **everything** (including socks and shoes). This will help to ensure that any lost items are returned. Unnamed lost Property will be collected in the Junior School office.

**Parental help** We always value parent help in the classroom and on trips. If you would like to become a regular parent volunteer, please contact the school office about attending Parent Volunteer Training in September. After the Parent Volunteer Training you may like to volunteer at school on a more regular basis, and apply for a DBS. This is organised by Mrs Batchelor, our HR Manager [h.batchelor@put.gdst.net](mailto:h.batchelor@put.gdst.net).

**Parents' Place** We encourage you to access this area of Firefly regularly as it contains lots of valuable information e.g. The Week Ahead in Reception letter, Junior School Newsletters, Weekly Reception Year Group blogs, diary dates, trip information and forms for completion.

**Parking** It is important to be considerate to the residents of Lytton Grove and we encourage parents to walk, scoot, cycle, and consider lift-sharing and public transport where possible. It is illegal to park across drive ways or on yellow lines. The police and school parking attendant monitor the local roads. Please switch off your engine when parked on Lytton Grove to help us to reduce pollution in the local area. Your cooperation in this matter is greatly appreciated.

**PE** On PE lesson days your daughter needs to come to school in her PE kit, which she will wear all day. Please ensure that she wears her shorts under her tracksuit. Your daughter will do PE on two days a week so please bear this in mind when buying PE and school uniform. PE days for 2019-20 will be Monday and Thursday for the autumn term.

**Phonics** In order to teach girls to read, write and spell, we follow the Letters and Sounds Programme using the Jolly Phonics scheme to bring it to life. Following the settling in period, when the Class Teachers will ascertain the phonic knowledge and skill set already acquired, girls will work on their phonic development at a level matched to them.

**Progress Review** You will have an opportunity to meet your daughter's Class Teacher and Teaching Assistant in September to discuss how she is settling in. This will be followed by a formal written report on her academic progress in December. There will be another opportunity to meet the Class Teacher to discuss progress and attainment in February/March. An end of Foundation Stage report will be written and sent to you towards the end of the summer term and this will summarise your daughter's achievement towards her Early Learning Goals.

**Reading and library books** From September we will use the school book bags to send home library and reading books and very occasionally letters or forms. The number of reading books your daughter will bring home may vary over the year. Library books are changed once a week and are a book your daughter has chosen themselves. Please make a note of reading activities undertaken at home in her reading diary along with any relevant comments, as without a signature we may not know that your daughter's reading book has been read and is ready to change. Please do not put drink bottles in the reading bag as they have a tendency to leak.

**School day** Please see the [letter sent to you on 17<sup>th</sup> June](#) regarding arrangements for the first week and a half of school as the school day during this period differs.

**From 16<sup>th</sup> September until October half term:**

**Start:** The grey gates to the playground are opened at 8.10am and, to allow staff to give individual children more attention on arrival at the beginning of the year, the girls may come straight into the classroom on arrival between 8.10-8.25am.

**From the beginning of Autumn 2 term** (once the girls are settled and are more independent in the morning routines), parents of girls in Year R will wait with their Reception daughter until the classroom doors are opened at 8.25am. Classrooms will be opened before 8.25am if we experience inclement weather.

**School Day End:** School ends at 3pm for Reception and KS1. Girls are dismissed from their classroom doors. The Collection Arrangement Form you will be sent and complete at the end of August and return to us, so we know and have contact details of who is collecting your daughter on a daily basis. If your daughter is going home with someone different on a certain day, e.g. for a play date, please ask the teaching assistant or class teacher to write it in the class diary or send us an email. If the going home arrangements are going to change on a permanent basis, then please write a letter or email to confirm and update the collection form. There will be a separate letter about 'Minibeasts' Club sent to girls who have sisters in Years 3-6. Reception girls with older sisters in Years 3-6 will be supervised until their older sister finishes at 3.30pm.

**Shoes** Please ensure that your daughter is able to manage her shoes herself – we recommend Velcro and buckle shoes until she can independently manage shoelaces.

**Snacks** The girls should bring in a healthy snack to eat during the day. We recommend that these are low in sugar as we are working hard to encourage healthy eating in school. Snacks will not be kept in a fridge so please ensure they are in a suitable container to keep them at the right temperature. We operate a 'rolling snack' which means that, within reason, girls can choose when in the day they would like to eat their snack. This encourages the girls to listen to their bodies, be independent and make decisions for themselves. Girls should also bring in a named water bottle, which should only contain water. There are water fountains around school for your daughter to access during playtimes, and they are also given water at lunchtime. Putney High School is a [nut-free zone](#).

**Spare underwear** Please ensure your daughter has a spare pair of named socks, a pair of knickers and a pair of tights, which should be kept in a bag on her peg.

**Specialist lessons** Specialist teachers deliver PE, Music, Computing and French.

**Stars in their Eyes** We love celebrating a variety of skills. In the spring term two girls from each class will be picked to demonstrate and talk about a particular skill they may have which we may not know about. This may be hoola-hooping, baking, sewing, skiing, singing, dancing, using a yo-yo, a gymnastic skill, playing the glockenspiel, whistling – it really can be anything!

**Toys** To save disappointment, distraction and confusion over items, please do not bring toys to school.

**Uniform** Putney High School operates an online Uniform and Sportswear service with [Schoolblazer](#). This service provides all items of uniform and sportswear and also provides nametag application free of charge. The list of what is required is on the Schoolblazer website, and also [here](#) on Putney High School's website. Please note: no girls should be wearing the old style uniform. When ordering uniform it is worth bearing in mind that girls in Reception will come to school dressed in their PE kit on the two days they have PE and remain in their PE kit all day.

**Wet and cold weather clothes** As we travel over to the Senior School for lunch and play in our outdoor area come rain or shine, your daughter needs to have her school coat in school at all times, and her tracksuit bottoms on days where she has PE.

**'Wow' Moments** Your daughters are learning and developing new skills all the time. We would love to hear of any 'wow' moments you observe at home so that we can celebrate them in school. This can be in any area of learning and development – not just academic, but personal and social, physical, e.g. swimming, ballet or for showing a fantastic character trait such as resilience or perseverance.

**Wrap Around Care** Breakfast club and after-school club is delivered by [Super Camps](#). Wrap around care runs from 7.30am before school and until 6pm after school. All clubs include an exciting range of activities to keep children entertained, with breakfast and snacks included.

**Zips** Please help you daughter learn to zip up her coat. We will, of course, help her with this but being independent in this area saves a lot of time and gives each girl a sense of independence.

#### **Contact details:**

##### **Reception Class Teachers**

Year RT Miss Jo Tew

[j.tew@put.gdst.net](mailto:j.tew@put.gdst.net)

Year RW Miss Lydia Whitehouse

[l.whitehouse@put.gdst.net](mailto:l.whitehouse@put.gdst.net)

##### **Reception Teaching Assistants**

Year RT Miss Mollie Hanley

[m.hanley@put.gdst.net](mailto:m.hanley@put.gdst.net)

Year RW Mrs Marian Cook

[m.cook@put.gdst.net](mailto:m.cook@put.gdst.net)

##### **Junior School Office**

Receptionist Mrs Heather Jenkins

[jsadmin@put.gdst.net](mailto:jsadmin@put.gdst.net)

Admissions and PA to Head Mrs Ros Holmes

[h.jenkins@put.gdst.net](mailto:h.jenkins@put.gdst.net)

[r.holmes@put.gdst.net](mailto:r.holmes@put.gdst.net)

##### **Head of EYFS**

Miss Jo Tew

[j.tew@put.gdst.net](mailto:j.tew@put.gdst.net)

##### **Deputy Heads**

Miss Isobel Franks (Pastoral)

[i.franks@put.gdst.net](mailto:i.franks@put.gdst.net)

Mr Andrew Miller (Academic)

[a.miller@put.gdst.net](mailto:a.miller@put.gdst.net)

##### **Head of Junior School**

Mrs Pippa Page-Roberts

[p.page-roberts@put.gdst.net](mailto:p.page-roberts@put.gdst.net)