



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 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 of illness.

For all other absence requests, please contact the Head of the Junior School 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 and so a long loop sewn in would help your daughter to hang this on her peg independently.

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 / year group reps 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 later in the spring and summer term and will be drop-in clubs during lunch break.

Collection arrangements Please click to complete the [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 fill out another collection arrangement form and email the Junior school office at jsadmin@put.gdst.net if **any** of your collection details change permanently i.e. 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 do email the Junior School office in addition to the class teacher and teaching assistant as the EYFS staff may not be able to pick up their emails in the afternoon or may be absent.

Communication We welcome you to contact the school via telephone or email at any time during school hours. For more serious concerns you may also request a meeting time with the appropriate member of staff, which may take place via Teams. Please note that urgent information must be communicated via the school office **020 8788 6523** /

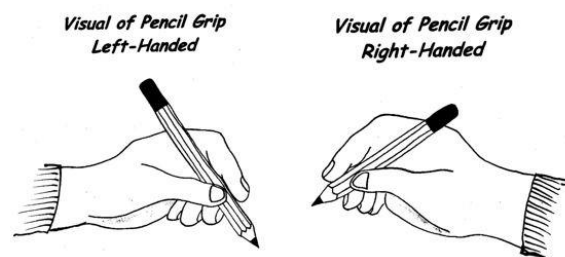
jsadmin@put.gdst.net and that correspondence about last minute changes to pick-up or attendance should also be circulated with your daughter's class teacher and teaching assistant.

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 click here to complete a '**Permission to Administer Medication**' form which will be available to access on Firefly from the first day of term.

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 Megan Kelly and Mrs Lisa Bennett (Deputy Key Person Mrs Kate Deeley). RW: Miss Lydia Whitehouse (Deputy Key Person Mrs Marian Cook).

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 be able to select a book of her choosing to take home for a week. Please make sure she returns her book in order to be able to take a new one home. Please remember that we do not expect your daughter to be able to read this book. Instead, it is a book that has caught her attention and which she would like someone at home to share with her.

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 Girls will eat lunch in the cafeteria. They are encouraged to try the food on offer but are never forced to eat anything they do not want to. In order to develop the girls' independence, we do expect them to use a knife and fork at lunch time. A member of staff will be 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. You can access the school lunch menus [here](#). We talk through the lunch options before going to the cafeteria but it is worth discussing these options with your daughter, also.

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 Please contact the school office about attending a Parent Volunteer Training session, which will be held via Teams in the Autumn Term. After the Parent Volunteer Training, and if government guidelines allow, 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.

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, 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 (Monday and Thursday) 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. As your daughter will do PE on two days a week please bear this in mind when buying PE and school uniform.

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. 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 Timings Following the settling in period in Week 1, Reception girls can arrive anytime between 8.10-8.25am and can come straight into the classroom on arrival. Hometime collect is 3pm.

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. Please no sweets and chocolate. Snacks will not be kept in a fridge so please ensure they are in a suitable container to keep them at the right temperature. Putney High School is a nut-free zone. We do have girls with food allergies so please ensure you check the ingredients of snacks bought for your child. Girls should also bring in a small, named water bottle, which should only contain water. Your daughter will be able to re-fill her bottle, if necessary, in class.

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.

'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 RKB	Miss Megan Kelly	m.kelly@put.gdst.net and
	Mrs Lisa Bennett (Wednesday)	l.bennett@put.gdst.net
Year RW	Miss Lydia Whitehouse	l.whitehouse@put.gdst.net

Reception Teaching Assistants

Year RKB	Mrs Kate Deeley	k.deeley@put.gdst.net
Year RW	Mrs Marian Cook	m.cook@put.gdst.net

Junior School Office

Receptionist	Mrs Heather Jenkins	jsadmin@put.gdst.net h.jenkins@put.gdst.net
Admissions and PA to Head	Mrs Ros Holmes	r.holmes@put.gdst.net

Head of EYFS

Miss Jo Tew	j.tew@put.gdst.net
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Deputy Heads

Miss Isobel Franks (Pastoral)
Mr Andrew Miller (Academic)

i.franks@put.gdst.net
a.miller@put.gdst.net

Head of Junior School

Mrs Pippa Page-Roberts

p.page-roberts@put.gdst.net