



Grove School

Reception Induction Booklet 2018





Reception Induction Booklet

Welcome to Grove School

On behalf of all the children, parents and staff at Grove we would like to welcome you and your child to our reception department.

We aim for all our children to have a happy and enjoyable start to their reception year in order to build successful foundations for learning and wish to involve you, as parents, in this process throughout their journey.

This booklet has been designed to provide you with information about Grove reception, to answer any queries you may have and provide you with a good insight into what and how your child will be learning.

We hope that this will be the start of a long, happy and successful journey of education for your child.

Our Mission Statement:

“Enjoy, Learn, Achieve”

“Pupils demonstrate a strong sense of responsibility. They behave well in and out of the classroom and are confident and well mannered. They speak positively about their learning and value the many exciting opportunities that enable them to develop into well-rounded pupils who make an active contribution to society.”



Ofsted report 2018.

Grove School Expectations

At Grove we have developed in consultation with children, parents and staff, a set of expectations which we continually refer to and return to as a school community. Our expectations are the foundation of all we do and say:

At Grove School we:

- Are good listeners and thoughtful speakers
- Are honest and tell the truth
- Are kind and don't hurt others or their feelings
- Are supportive of others
- Always try to do our best
- Always treat others as we would like to be treated

These expectations apply to all children, parents, staff and visitors to Grove.



We have very high expectations of conduct and behaviour at Grove.

Information on behaviour, equal opportunities, anti-bullying, Special Educational Needs and Disabilities (SEND) are available on the school website. The school website address is www.grove.bham.sch.uk.



Our Team

We have 3 reception classrooms and share the outdoor learning environment with nursery children. Children work with all the adults in reception in all the areas of learning.

Staffing in reception consists of class teachers and teaching assistants.

Professionals from outside agencies e.g. Speech and Language Therapist, Educational Psychologist also work with staff and children in reception. Senior staff will meet with parents if we feel professionals need to become involved and support your child. Parents may need to give written consent for some agencies to be involved with their child.

General Information about the School

Grove is a three-form entry primary school situated on 2 sites on Dawson Road. We have over 700 children on roll.

The school is organised into 4 departments:

Early years	Nursery and Reception
Key Stage 1	Years 1 and 2
Lower Key Stage 2	Years 3 and 4
Upper Key Stage 2	Years 5 and 6



Mrs E Gallagher, assistant head teacher, leads curriculum planning and assessment and oversees pastoral care, guidance and support for the 180 children in the Foundation Stage.

All staff have a responsibility for ensuring children are safe and behave well, make progress from their starting points, and have positive attitudes towards, and enjoy learning.



Early Years Foundation Stage - Nursery and Reception

At Grove we believe that pupils learn best through play and exploration. Confidence and self-esteem, as well as cognitive development are cultivated in the foundation stage environment. Within this framework practitioners nurture individual initiative, build a sense of community, expand language and logical thinking and develop social awareness. Use of the outdoor learning environment extends the learning world for pupils and frequent visits relate classroom learning to the larger world. In the foundation stage pupils develop their confidence in talking about ideas, formulating questions, expressing feelings, and plan and participate in cooperative activities and contribute in group play.

What will my child be learning?

Children in reception follow a broad and balanced curriculum called **The Early Years Foundation Stage**. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

- Communication and language;
- Physical development and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in **4 specific areas**, these are:

- Literacy;
- Mathematics;
- Understanding the world and
- Expressive arts and design.



These 7 areas are used to plan your child's learning activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. It is designed to be really flexible so that staff can follow your child's unique needs and interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Teaching staff in reception plan as a team for all the areas of learning. Learning activities, tasks and resources are adapted to meet every child's needs. The progress children make is constantly monitored and evaluated through observations and interaction with children. We compile a profile folder with observations, children's work and photographs for the children to share with parents after school as part of Target Tigers, and at our termly consultations. This is a super way to find out what your child enjoys doing, is interested in and is making progress in.

Safeguarding Children

All staff and agencies involved in child protection work together to safeguard and promote the well-being of children. Copies of the school's Safeguarding and Child Protection policy are available on the school website. School follows the Birmingham Safeguarding Children Board guidance and policies. If you have a safeguarding concern about a child please speak to Ms J Baker (safeguarding lead at Grove School).

How can I help my child at home?

In school there are many opportunities for your child to progress on both an academic and social level. The support of parents or an adult at home helps children achieve their full potential.

These are some ways in which you can help:

Reading

- Sharing different reading materials such as comics, fiction and non-fiction books.
- Looking at pictures and asking questions
- Encourage your child to recognise their own name and letter sound.
- Saying the sounds of the letter 'a' instead of 'A' so children can begin to blend sounds together e.g. 'c-a-t'.
- Following the text from left to right



Mathematics:

Helping your child to count objects around the home and by asking questions: 'How many?' When you are shopping or taking your child out, ask if they recognise numbers around them e.g. food prices, house numbers, etc.

In reception we run parents' workshops where parents can come and make and play maths/literacy games that will develop their child's early maths/reading skills.

Social Skills

Sometimes children have toileting accidents. Staff will support your child in changing him/herself although in some cases you may be called to support with changing. If you feel it is necessary, please ensure your child has a set of labelled spare clothes which remains on their peg throughout the week. You will be informed by a telephone call or letter home if any accidents occur. All parents will be asked to sign a letter of consent agreeing that their child can be supported in changing themselves by a member of staff.

It would be extremely useful if your child could do some, or all, of these activities:

- Take off and put on their coat
- Do up buttons and zips
- Put on shoes and pumps, and tie laces
- Use the toilet
- Wash their hands
- Eat correctly with a knife, fork and spoon.
- Dress and undress themselves
- Share with other children
- Communicate with children and adults in their home language and in English
- Recite numbers in order to 10.



Induction Programme for September 2018

School commences for reception – Tuesday 4th September 2018

The induction at Grove is designed to support and encourage children to gradually gain confidence in their new environment. The most important part of the induction is making children comfortable at all times and at the same time allowing them to experience the fun and exciting surroundings that reception can offer. Inductions are personalised. Below is a typical example of how children may spend their first few days and weeks in reception.

We offer all children a part-time place at the start of induction.

Children will be offered the opportunity to join their class teacher and teaching assistant in a group of 15 to allow them to become familiar with routines and their new setting. The dates for the induction are:

Tuesday 4th – Friday 7th September 2017.

morning or afternoon
(8.45-11.30am) (12.30-3.15pm)

Staff will be talking to you continually during this period to explore whether your child is ready to commence full-time in week 2 (Monday 10th September 2018).

If your child has settled well we will offer your child the opportunity to stay at school for the lunchtime period. Staff will talk to you in the induction period regarding your preference for lunchtimes. Children who require more support will have a more personalised induction agreed by staff and parents.



The Reception Environment

At Grove we place great emphasis on encouraging children to be independent, enquiring learners. Our reception environment provides a safe, secure, child-friendly setting where children can make choices and take responsibility for their own equipment and resources from the very start of their early years' education.

We provide a breadth of multi-sensory experiences and activities that enable children to learn across the all areas of the foundation stage.

Equipment is accessible for all children and arranged at their level on purpose-built reception furniture, enabling high quality learning experiences for all.

We have our own outdoor learning environment where the children can take part in structured play activities on a large scale, including an imaginative role play area, sand and water area, gross motor skills area and knowledge and understanding of the world area.

We feel that outdoor education is very important to children throughout the year, so we ask that children come to school with suitable outdoor clothes, especially waterproof clothes for rainy days and hats and gloves for cold weather.



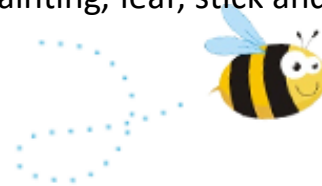
Forest School

Forest school supports the Early Years Foundation Stage by developing skills in self-awareness, communication and social skills, independence, self-esteem and confidence.



Currently the reception staff work with a small group of children in forest school once a week. School provides pupils with suitable clothing such as, wellington boots, waterproof dungarees, waterproof rain coats and waterproof mittens. Parents will be notified when their child will be attending forest school to ensure children wear suitable clothing underneath their school waterproofs.

At forest school children will be supported in carrying out challenging tasks such as; shelter building, digging and searching for mini-beasts, building with large logs, pattern making, mud painting, leaf, stick and stone collecting.



Organisation of the Reception Day

The school doors open at 8.30am. All children should be in their classroom by 8.45am for registration.

The lunchtime period is from 11.30am to 12.30pm.

School finishes at 3.15pm we invite all parents to collect their child from class. This is an ideal opportunity to find out what your child has been learning during the day.

We request that all children are collected from class by a named adult (older than 16) and not a brother or sister at Grove.

Lunchtime Provision

Parents have the option of taking pupils home for lunch, staying at school for a school dinner or providing a healthy packed lunch.



From September 2014 children who are in reception, year 1 and year 2 in a state-funded school were offered a free healthy school lunch. Schools ask parents to complete an Early Years Pupil Premium form. By registering for free meals every school could raise an extra £1,320 for school to fund valuable support like extra tuition, additional teaching staff or after school activities. Please return all Early Years Pupil Premium forms to the school office.

A parents' session with ideas about packing a healthy school lunch for your child is held during the induction. Packed lunches will be stored on a trolley in the school hall.

Your child will have a named key worker for the lunchtime period who will oversee their care, play and safety. The key worker will communicate with the reception class teacher at the beginning and end of the lunchtime sessions.

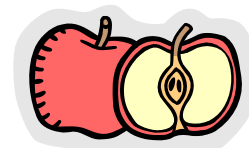
We encourage all children to adopt good practice in hand washing prior to eating and this is supported by a lunchtime supervisor who is responsible for supporting children in moving from the outdoor learning environment to the dining hall.

Once in the dining hall our dining room carer, supported by Grove staff, ensures children select and eat a balanced meal.

After dinner children will have access to the foundation stage outdoor learning environment for play, relaxation and learning during the lunchtime period.

Snacks and Playtimes

Children in reception have access to the outdoors throughout the day.



At Grove we provide all children with a piece of fruit every day to encourage healthy eating habits. Children do not need to bring additional food to school. Children are not allowed to bring fizzy drinks or milkshakes to school; they have access to water. Children are

encouraged to bring a water bottle with their name on which they will take home at the end of each day. We encourage children to join their reception leader, in small groups, to share fruit and milk. This part of the reception session develops many aspects of learning.

Structured outside play activities are planned for playtimes to allow your child to develop a range of physical and social skills. Please ensure that your child has a coat in school each day as weather can be changeable. Don't forget to label your child's coat, with your child's full name and class.

Dates for the Year

The induction week starts on **Tuesday 4th September 2018** for reception children.

We welcome communication with parents by letter and the school website, which will be full of events, information and dates.

Spare copies of letters are kept in a folder on the notice board outside the classroom. Please take a copy, and read the notice board for updated information if you need to.

The school has set these dates for the following year:

Autumn Term 2018	Spring Term 2019	Summer Term 2019
Term Starts: Tuesday 4 September 2018	Term Starts: Monday 7 January 2019	Term Starts: Monday 29 April 2019
Half Term: Monday 29 October 2018 to Friday 2 November 2018	Half Term: Monday 18 February 2019 to Friday 22 February 2019	Half Term: Monday 27 May 2019 to Friday 31 May 2019
Term Ends: Friday 21 December 2018	Term Ends: Friday 12 April 2019	Term Ends: Monday 22 July 2019

Additional teacher training days will be confirmed.



School Uniform

All children in school are required to wear school uniform.



For Girls: A grey pinafore, skirt or trousers with a white blouse, green sweatshirt and black shoes.

For Boys: Grey trousers, white shirt, green sweatshirt and black shoes.

There are many local shops which sell a wide range of uniform. Shoes should be hardwearing. Open-toed shoes or heeled shoes are unsafe in school and are not allowed. For safety reasons, children should only wear stud earrings.

Socks should be plain grey/green, or black.

Headscarves should be green or black.

We do not accept children having lines or patterns cut into their hair.

It is important to label all items of clothing clearly. If your child does have a missing item of clothing please ask the class teacher if it is in the classroom.

Please label your child's clothing with their full name so that lost items of clothing can be easily identified.

At the end of the school day, lost property is sent to the school office for collection. We regularly display lost property in the early years' hall.

You may wish to supply your child with a change of clothing, clearly labelled in a bag.

For creative and/or wet play school provide aprons. You may wish to supply your child with an old shirt to wear.

Physical Education

Children in reception take part in physical development in the outdoor learning environment and in the school hall. Children should wear black shorts and a white t-shirt.

Please label all items of clothing clearly.



At the start of the year we will introduce children gradually to taking off shoes and socks and build their self-help skills over time.



Attendance and Punctuality

We aim for 100% attendance
for every child



We celebrate good attendance in the following ways:

100% attendance for the term – certificate, badge, prize.

Magic Mondays – a 100% attendance winner for the previous week is selected at random in Monday assembly and rewarded with a prize.



Collecting your child on time:

It is important that you collect your child on time as children find it unsettling. If you are late your child will be taken to the school office and registered in the 'late book,' you will have to sign your child out when he/she is collected. If you are consistently late you will be asked to attend a meeting with a senior member of staff. It is the school policy to inform Children's Social Care if a child is collected over an hour late. If you are unavoidably late please telephone the school office to notify staff.

Leave in term time

In line with Birmingham Local Authority guidelines parents are not advised to take pupils out of school during term time and if they do so the child risks losing their school place. Parents will also receive a fine from Birmingham Local Authority.

Taking your child out of school during term time is Not agreed; the absence is unauthorised. If you take your child out of school during term time, you must complete an extended leave request form, available from the school office. An appointment will then be arranged with a member of senior staff to discuss this. Attendance is monitored on a regular basis.

If a child is taken out of school for more than two weeks, they may lose their place at Grove. We are a very popular oversubscribed school with a long waiting list.

Site safety and security

Grove School is an extremely secure setting; visitors are known to school and are signed in and out with a visitor's badge at the main school office. Security doors ensure children are unable to leave school premises without an adult.

What to do if your child is ill

If your child is ill and unable to attend school, please leave a message in person or by telephoning the school office on our attendance line 0121 4641032. Sometimes children suffer from vomiting or diarrhoea. The Health Protection Authority recommends that children should be kept at

home for a minimum **of 48** hours from the last episode of vomiting or diarrhoea.

If you need to take your child out of school for a medical appointment, please come to the school office with the appointment card. A member of the administrative staff will then collect your child from their classroom.



Dental appointments should be made after school or during the school holidays.

If, during the day, your child becomes ill or is involved in an accident, they will be cared for and monitored by a member of staff trained in first aid. If we consider your child needs to go home, we will contact you. We have staff working in early years who are paediatric first aid trained.

How will you get in contact with me?

At the start of the year we will ask for emergency contact details for yourself and someone else with whom we can get in touch in case of an emergency. It is very important that you notify us immediately of any changes to your contact details so that we always have an up-to-date telephone number.

At Grove we are committed to ensuring the children and staff in our care, are safe, secure and comfortable. Regular risk assessments of the children's classroom, outdoor area and equipment ensure risks are minimised. If a minor accident happens, your child's key worker will inform you and record the accident in the school first aid book. For more serious first aid incidents, a first aid form will be completed and you will be given a copy to take away with you.

Medical Needs

If your child has an ongoing medical need which requires either treatment or monitoring, please discuss it with staff at induction. If possible, parents should administer all medication at home.

If your child does need to take medication in school, parents will be asked to complete a form. This is completed with staff in our school office.

If your child has a medical need e.g. asthma, we will complete a medical care plan with you. We store medication e.g. inhalers in the classroom in an area designated for safe storage of medication and care plans.

How do I become involved in school life?

- As a parent bringing and collecting your child, you will have daily contact with your child's class teacher. If you need to discuss a matter in confidence it will be necessary to make an appointment with the class teacher at a mutually convenient time, usually at the end of the school day
- At Grove we celebrate religious festivals through performances and celebrations. Parents are welcome to attend
- During the year we offer a variety of workshops to help parents understand how and what we teach and offer support for home learning.
- **Target Tigers:** Parents are invited into the classroom once a week to observe learning and to share their child's learning journey and progress.





Complaints Procedure

If you have a query or a concern, our administrative team are available every day to speak to. They will invite you to complete a parental enquiry form which will be passed to the appropriate member of staff. Any parent who has a concern or query should first talk over their worries or concerns with their child's key worker. If you do not feel the matter is resolved you can then organise a meeting with Mrs E Gallagher, Assistant Head Teacher.

Alternatively parents can make an appointment at the school office in person or by telephone; 0121 464 4669 to meet with the Deputy head teachers Ms. Baker, Miss Mills or Mrs. Matty, Head teacher.

The Complaints and Parent partnership policy can be found on the school website [www.grove.bham.sch.uk/parents/school policies](http://www.grove.bham.sch.uk/parents/school%20policies)

If you wish to make a complaint about a school, information on how to do so can be found on www.gov.uk/complain-about-school.

Confidentiality policy

Parents, or those with parental responsibility, have a legal right to free access to their child's educational record within 15 school days of receipt of a written request. Parents will need to complete a subject access request form, available from the school office.

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Please contact our data protection officer Miss Emma Mills (Deputy Headteacher) Telephone: 0121 464 4669 if you have a query, complaint or would like to take a subject access request.

School photographs

As part of our school activities, we may take photographs and record images of children within our school.

We will obtain written consent from parents/carers for photographs to be taken of their child in school. We use these photographs in induction booklets, on the school website and on display boards around school. We will clearly explain how the photograph will be used to both the parent/carer and pupil.

Parents will be asked to complete the consent form for taking and using photographs during induction. Consent may be withdrawn at any time.

Record Keeping

Encouraging children to recognise their own achievements:

Developmental progress records are kept on all the children in our care, which will follow your child's time through nursery and reception. Records are maintained and updated through observation and cover all the areas of learning.

Children take part in learning activities, and observations of children and their progress are kept in learning journeys. They are encouraged to take work home to parents through the term and are also encouraged to bring things in they have made at home.

These recorded observations are essential, encouraging children to recognise their own achievements and consequently develop a sense of pride and self-esteem. We value all parental contributions; if you feel your child has achieved something at home such as putting their shoes and socks on independently or writing their own name their key worker will be interested to find out. With prior arrangement it is possible to view your child's record-keeping folder freely, talk to staff and discuss your child's time whilst at Grove school. You may also view your child's work during termly parents' evening.



We look forward to welcoming your child to Grove.
If you have any questions or concerns please talk to us,
we will always help.

Important contact details:

School office - 0121 464 4669

To report an absence - 0121 464 1032

School website - www.grove.bham.sch.uk

