



Thornhill Primary School
Reception
Parent Handbook

Thank you for choosing Thornhill Primary School

We hope this handbook will answer some of the questions you may have regarding ‘What happens next?’ and give you some general information about Reception life at Thornhill Primary School. We aim to provide high quality care and an early learning curriculum which is tailored to meet the needs of our children. We offer a safe, secure, happy and stimulating environment.

We follow the Early Years Foundation Stage which includes the statutory framework for Early Years. This sets the standards of learning, development and care for children in reception class.

At Thornhill Primary School we provide opportunities for your child to flourish and develop a strong sense of belonging and self-confidence. We offer a wide range of activities, both indoors and outside to support learning. This ensures that children reach their full potential socially, physically and intellectually.

Meet the Reception Team

Mrs Henkes EYFS Lead/ Class Teacher

Mrs Robson Teaching Assistant

Additional information

We hope this brochure has been useful. There are lots of opportunities to discuss any of your thoughts, queries or concerns with the Early Years team at the end of the day. Our Leadership team will also be available to offer support at any time, should you need it.

The leadership team at our school is:

Mrs Lawson Headteacher

Mr Gunning Deputy Headteacher

Mrs Kuevi Assistant Headteacher

Mrs Henkes Head of Early Years

Our Governing Body:

Claire McDonald (Chair)

ClIr Tony Swain (vice Chair)

Mick Dillon

Denise Bond (Family support Worker)

Mrs Gleghorn & Mrs Peak are based in the school office, as soon as you enter the building, and will be happy to assist you. The school telephone number is: 01582 863516

Family Support Worker—Denise Bond— 07754838193

Common Illnesses

Disease and incubation Period	Period when infectious	Period of exclusion
Chickenpox and shingles	1-2 days before to 6 days after spots develop.	Until the spots have crusted over and child feels well.
Conjunctivitis	During active infection	None—if treated with eye drops.
Diarrhoea and Vomiting	While having symptoms of diarrhoea and vomiting	Until symptom free for 48hours and child feels well again.
Slapped Cheek	Infections before onset rash.	Until child feels well
Hand, foot and mouth	During acute stage of illness	Until child feels well
Head Lice	As long as eggs and lice remain alive	None—must receive treatment.
Impetigo	As long as septic spots are discharging pus.	Until spots have healed.

Parents as Partners

Parents and carers have a vital role to play in their child's learning and development. Activities that you do with your child at home, as well as everyday situations you experience together, offer fantastic opportunities for your child to learn, explore and discover. We have conversations with you about your child's development and their interests, we also encourage you to share with us your child's "at home" experiences and achievements. By working together we can really make a huge difference to your child's learning and development.

We want to work closely with you, the parents and carers, and have an open door policy; which means you can discuss your child at anytime after school.



Children with Additional Needs.

We have a wide range of experience in supporting children with additional needs and work closely with parents in order to offer support and guidance. We discuss the area of support that is needed and ensure that we plan specific targets to assist your child's learning and development. We have strong links with other outside agencies and our Family Support worker can also offer support and additional guidance when needed.

Annual Activities and Special Days

We have a variety of special events to add to your calendar, such as parents consultations, parent workshops, the Christmas Nativity, sports day, Summer and Winter Fayres and much more! We are proud to arrange such a varied and enjoyable calendar which allows you to share in some precious moments in your child's time at Thornhill Primary.

Please do not hesitate to contact the office if you would like to take a more active role in organising and supporting our community events.



The School Day

The times of the school day are:

Entry time: 8.45 am

Registration: 8.50 am

Lunch 12 pm to 1 pm

End of Day: 3.30 pm

It is very important that your child arrives at school on time. Being late for school can be upsetting for your child and can disrupt their learning and that of others. Children who are on time have a more positive start to the day.

It is also very important that your child is collected on time. All children must be collected by an adult (18 years or over). If the adult collecting is not you (the parent or carer), please notify a member of staff.

Holidays and Absences

If your child is ill and unable to attend school then please phone the school to report your child's absence (01582 863516). If no-one is available to take your call, then please leave a message clearly stating your child's name, class and the reason for absence. If you do not inform us why your child is absent, then you will be contacted either by phone or a home visit from our Attendance Officer.

Please visit our website for the school Attendance procedures and Policy.

If your child needs to attend a hospital appointment during the school day, then they must still attend school before and after the appointment where possible. You will need to bring your appointment letter to school and inform the school office well in advance of the appointment day. Routine medical appointments e.g. Optician, Doctor, vaccinations etc.... should be made out of school time.

At Thornhill Primary School we do not allow holidays in term time and a fine may be incurred for doing so. Time off in school can cause great disruption to children's learning, particularly when they are very young and settling into school. There is a list of school dates in the back of this brochure so that you are able to plan your holidays accordingly.

The expectation for attendance for each child is 96%.

If your child has been prescribed medicine we can administer this on your behalf. You will be asked to fill out the relevant forms and only a trained first aider will administer this. If it is a long term medication such as an inhaler, we can continue to give this with your permission. A care plan for this medication would be put in place.



What happens if my child has an accident?

Our staff are first aid trained. If your child does have an accident whilst at school, be it a graze to the knee, a bump or bruise we will comfort them and give them the appropriate medical attention (normally a cold compress). Details of this accident will be written up on an accident form and you will be informed of the accident when you collect your child. If however, your child is distressed after an accident or we feel further medical attention is needed, we will contact you immediately.

If your child has an injury at home, please ensure you let a member of staff know the details. We record this information so we can continue to observe and care for your child while in school



What if I'm running late to collect my child?

Firstly, don't panic, however please contact the school office as soon as possible. You may want to arrange for someone else to collect your child, and if this is the case they must provide a password on arrival. This is to ensure we keep your child safe while in our care.

If we haven't been contacted, and your child hasn't been collected at the end of the session, we will make every effort to contact you in the first instance and then the emergency contacts you have provided.

It is vital that you keep the school office up to date with any changes to phone numbers and contact details.



Wraparound care

We offer both a 'Breakfast Club' and an 'After-School Club' for children in Reception and above. Breakfast club operates from 7.45 – 8.45am and After-School Club is open until 4.30pm. There is a charge of £3.50 for these clubs. If your child is eligible for Pupil Premium funding, they will be charged at half the rate. Please see the School office for more details.

Snack time.

Everyday children are provided with a snack as part of the Healthy Schools scheme. We ask that parents make a contribution of **£3.00** each half term to go towards their child's snack. Children are also provided daily with a free carton of milk until they are five years old. We ensure that all children have regular access to water during the school day.



Lunch

Universal Free meals

Government legislation means that all children in Reception, Year 1 and 2 will be entitled to a free school meal. Menus are changed termly and offer a range of hot meals, salads, baked potatoes, plus fruit and desert.

If you decide to provide your child with their own packed lunch, we would strongly encourage you to ensure that this is a balanced meal including a drink and at least one piece of fruit/veg. We feel that this is very important as children must continue to engage fully in their learning activities during the afternoon. Chocolate and crisps will only be allowed on Fridays.

Uniform

At Thornhill Primary School, we expect every child to wear school uniform. Children may wear small stud earrings but please note that for health and safety reasons, children **are not allowed** to wear any other jewellery in school.

Nail varnish and transfer tattoos are not permitted.

Daily school uniform can be purchased at 'Best Look' in Dunstable.

Uniform consists of:

Purple school logo sweatshirt or cardigan.

White polo shirt

Grey skirt/ pinafore dress or trousers

Black shoes (*trainers or slip on shoes are not permitted*)

All hair must be tied back.

The Prevent Duty

All schools and early years childcare providers are subject to a duty under the Counter- Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as The Prevent Duty. The aim of prevent is to reduce the threat of terrorism by stopping people becoming terrorists or supporting terrorism. Teachers and childcare providers must be able to identify children who may be vulnerable to radicalisation, whether these come from within their family from outside influences. The staff can also build children’s resilience to radicalisation by promoting fundamental British Values.



British Values

The four British Values we promote are:

Democracy

The rule of Law

Individual liberty and mutual respect

Tolerance of those with different faiths and beliefs.

We promote these values in all areas of learning such as using manners, following school rules, exploring feelings and sharing their own experiences. It is also important that we teach young children these skills so they can become independent, tolerant and confident role models in their future society.

Child Protection & Safeguarding

Thornhill Primary School considers the health, development, safety, security, welfare and well-being of the children to be paramount. **We**

recognise the fundamental importance of the bond between the child and their parent/ carer and aim to provide support and assistance in strengthening this in anyway we can. With this in mind, we view it as our responsibility to identify and act on any concerns for the child or their parent/ carer across the entire safeguarding spectrum of need, from early low level support to targeted interventions, through to child protection.

Our primary responsibility will always be to the child and we work with the Early Years foundation stage, safeguarding and welfare requirements, the local authority and other relevant legislations to support us.

When we have a safeguarding concern we will seek the advice and support from our Family Support Worker and Head Teacher. We aim to provide ongoing support and to follow the advice given by other professionals.

Concerns of a safeguarding nature will not be made public within the School, they will however need to be shared with other professional services.

Categories of Harm

Abuse and neglect are forms of maltreatment. A person may abuse or neglect a child by inflicting harm, or failing to act to prevent harm.

There are four categories of harm—physical, emotional, sexual and neglect. All educators have a duty of care to record and report any observations made that could possibly be a sign or symptom of abuse



PE Kit consists of :

Plain white t-shirt/ school logo white t-shirt

Black shorts (jogging bottoms for winter only)

Black plimsolls

Children will also need a Book bag with the school logo and PE bag. All can be purchased at 'Best Look' Dunstable.

Please make sure that all of your child's clothes are labelled with their name to ensure that items are not easily lost.

The Early Years Foundation Stage Principles.

A unique child: Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Positive relationships: Children learn to be strong and independent from a base of loving and secure relationships with parents/ carers and practitioners.

Enabling environments: The environment plays a key role in supporting and extending children's development and learning.

Learning and development: Children develop and learn in different ways and at different rates and all areas are equally important and inter-connected.

We actively plan to put these principles into practise as they underpin all the work we do with children on a daily basis.

The Curriculum: Areas of Learning and Development

All learning activities take place either in class areas or in our outdoor learning environment. Your child will follow the Early Years Foundation Stage Curriculum which is made up of seven areas of learning and development:

The Three Prime Areas of Learning:

Communication and Language

Personal, Social and Emotional
Development

Physical Development

The Four Specific Areas of Learning:

Mathematics

Literacy (Reading and Writing)

Understanding of the World

Expressive Arts and Design



Celebrating Success

We are really proud of our children and it is very important to celebrate their achievements. Every Friday at 8:50am, we have a 'Celebration Assembly'. This gives children the opportunity to share their successes and we award certificates for working hard and being special. If your child is due to be awarded a certificate, the class teacher will invite you personally to give you the opportunity to attend this special occasion.

The Outdoor Learning Environment

In the Early Years Foundation Stage, children are encouraged to carry out their daily learning activities both inside and out, whatever the weather! In our outdoor learning environment, we ensure that children can access all areas of learning and have lots of fun whilst making great progress!

Please ensure children are provided with appropriate outdoor wear when arriving to school. E.g. wellingtons, warm coats, hats/gloves when needed.

School Values

At Thornhill Primary, we encourage children to follow our School Values which are outlined below:

Peace: Autumn 1

Respect: Autumn 2

Hope: Spring 1

Friendship: Spring 2

Courage: Summer 1

Pride: Summer 2

All staff and pupils know the School values very well and they are displayed in every classroom in school. They are constantly referred to throughout the day and children are praised for following them.

We always try to support children in making the right choices and to think about how to move forward from any problems they have encountered. We do this through class discussions, PSHCE, as well as key stage assemblies. We would really appreciate your support in encouraging your child to follow our school values.

Communication and Language

Speaking and listening – children listen in a range of situations and respond & comment appropriately.

Understanding – children can follow instructions and ask and answer questions about their learning.

Expressing thoughts, feelings, needs and ideas - Children can talk about past and present events as well as talking about their interests and ideas with other.

Personal, Social & Emotional Development

Making relationships – children play cooperatively and form positive relationships with classroom adults and their peers.

Self-confidence and self-awareness – children are confident to try new activities and ask for help when needing support.

Managing feelings and behaviour – children can recognise how their behaviour affects others and can understand and follow rules.

Physical Development

Fine and gross motor skills children can show good control and coordination with large and small movements.

Health and self-care – children can manage their own personal hygiene and personal needs successfully. They recognise the importance of exercise and a healthy diet.

Mathematics

Number – children recognise record and order numbers.

Calculating- Children can add, subtract, share and double.

Shape, space and measure – children can begin to identify 2D and 3D shapes as well as explore time, position, capacity and weight through practical activities.

Literacy

Early reading skills – Children can use Phonetic strategies to decode regular and irregular words. Develop strategies to understand story and read some irregular words e.g. the, said, was.

Early writing skills – Children can make marks for meaning and then develop onto using phonetic strategies to sound out and record words and simple sentences.

Understanding of the World

Understanding people and their local community – Children will focus on past and present events in relation to themselves and family.

Exploring aspects of the wider world - Children will compare similarities and differences in relation to places, objects, materials and living things.

Using different technologies- Children can use a range of technology in school and at home.

Expressive Arts and Design

Being creative - Children sing songs, make music and dance, and experiment with ways of changing them.

Using a variety different materials – Children can safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function.

