

Welcome to Redbourn Primary School

New to Reception 2024-2025

*Supporting Smooth Transitions
for you and your child*



School Leadership Team



Headteacher

Miss Emma Fenn

Deputy Headteacher

Mrs Louise
McLellan

(Key Stage 2 Lead)



Assistant Headteacher

Mrs Tracey Couch
(Key Stage 1/EYFS
Lead)



Willow Class Teacher



**Mrs J
Scourfield**
EYFS Phase
Leader

Teaching Assistant



Mrs J McCarthy
Early Years
Practitioner

Lime Class Teachers



Mrs F Turner
Class Teacher
(Monday-
Wednesday)



Mrs L Forbes
Class Teacher
(Wednesday-
Friday)

Teaching Assistant



Mrs J Hudson
Teaching
Assistant

Foundation Stage Additional Staff



Mrs J North

Special Educational Needs Co-Ordinator (SENCo) and member of Senior Leadership Team.

Will give additional support and advice for children that may need it – supporting individual needs and supporting parents.



Mr A Stevenson

PE and Physical Development

Our School Office Team



School Business Manager

Mrs Amanda Bowran



Office Manager

Mrs Lisa Orchard

Admin Assistants

Mrs Jennie Cartwright

Mrs Claire Brooks





Transition Process

- Important to get it right
- Each child is an individual and some may settle quicker than others
- Our transition processes are based on the needs of the child
- We will work with you to help your child to settle and be confident in their new surroundings
- We gather information from you and your child's previous setting



Information to be emailed:

We will email you, before your child's next visit, to let you know:

- Which class they will be in for Reception (Willow or Lime)
- Names of your child's teacher
- Your child's House colour



Key Transition Dates:

- **2nd Visit - Thursday 11th July** Children to visit for an hour 11.15-12.30pm. Joined by one adult to experience lunch. **Have you ordered your lunch?**

September 2024

- All children will start school on Tuesday 3rd September from 8.40 – 12.00 noon
- Monday 9th and Tuesday 10th September 8.40-1.00pm
- All children will be in school full time from 8.40am – 3.15pm starting on Wednesday 11th September.



Key Transition Dates:

- **Tuesday 3rd and Wednesday 4th September** – Parents to sign up for a 10 minute afternoon home visit if your child DID NOT attend our Nursery.
- **Thursday 5th and Friday 6th September** – parents are able to sign up for a 10 minute meeting with their child's class teacher in person/telephone from 1.00pm (child to accompany if needed)



Environment



- **Two Reception classrooms** – Lime and Willow.
- **Outdoor area** – shared with Nursery and accessed everyday, in all weathers and provides opportunities for den building, large construction, water play, role play and physical development. **Please ensure your child has a waterproof coat in school with them EVERYDAY.**
- **Woodlands** - this is a wooded area where we can get involved in nature based activities such as pond dipping, muddy kitchen & den building.
- **Main playground** with large apparatus.
- Your child will be allocated a class and will also have the opportunity to **mix with children in the other class** during much of the day.





EYFS Curriculum:

- We follow the EYFS Statutory Framework. Our teaching is based on the interests of the children. Although we have themes these are flexible and we adapt our teaching to meet the needs of the children.
- **Adult Directed Learning** – children are taught by the adult in either whole class or small group setting. This includes daily phonics and reading. Other subjects are taught during sessions throughout the week (short sessions of around 20-30 minutes).
- **Learning Through Play** – children have the opportunity to choose their learning, this encourages independence, self confidence, relationship building and opportunities to practise what has been taught in adult directed sessions. (an hour in the morning and an hour in the afternoon)
- **Snack time-** We have daily snack. Children are provided with a piece of fruit or vegetable. Milk is available to order, details about how to order milk are in your pack.

EYFS Curriculum (continued)

Other points to note:

- The Reception Baseline Assessment (RBA) became statutory in 2021. All children will undertake this with an adult within the first few weeks of school. This gives us a baseline of what children's strengths are so that we can plan accordingly.
- In September there will be a 'Meet the Teacher' session where more detail will be given about the topics for the term and what the children are learning.



School Uniform

General

- Shirt – white or red polo with/without logo
- Trousers or shorts – black or grey
- Skirt / Pinafore dress – grey
- Summer dress – red/white gingham
- Sweatshirt or cardigan– red with/without school logo
- White, black or grey socks
- Black sensible shoes with heel support and no open toes, or plain black trainers (no colour). **Ideally Velcro**
- Long hair must be tied back. Religious head coverings to be plain red/grey/black

PE Kit – in a drawstring bag

- Plain T-shirt appropriate to House colour
- Black shorts/tracksuit bottoms
- Suitable trainers (not plimsolls/fashion pumps, as these do not give adequate support) **Ideally Velcro trainers**
- Black or red plain jumper

Other Items

- All-in-one or two-piece waterproof suit
- Wellies
- Book bag (no rucksacks)
- Water bottle
- Sun hat-preferably plain red or black with/without school logo

Attendance

Every school day is important.

Did you know that attendance below 90% is considered that of a persistent absentee?

Excellent Attendance (School defined)	Good attendance (School defined)	Target attendance (School defined)	At risk of Persistently Absent (National definition)	Persistently Absent (National definition)	Severely absent (National definition)
99%+	98%+	96%+	Between 96% & 90.1%	At or below 90%	At or below 50%
4 or less sessions missed in a year	5-7 sessions missed in a year	8-15 sessions missed in a year	16-37 sessions missed in a year (8-18.5 days)	At least 38 sessions missed in a year (19 days)	At least 190 sessions missed in a year (95 days)
13 hours or less of lost learning in a year	13-23 hours of lost learning in a year	23-49 hours of lost learning in a year	49-120 hours of lost learning in a year	At least 123 hours of lost learning in a year	At least 617 hours of lost learning in a year



Attendance

- You must ensure children attend school **regularly, punctually and in a fit condition to learn.**
- **Doors open from 8.40 – 8.55am.** Any children who arrive after this time are required to report to the school office and be signed in, including their reason for lateness, by their parent.
- If your child will be absent from School, **you must inform the School Office on the first day of absence by email or telephone, no later than 9.15am.**
- You must phone/email **EVERY DAY** that your child is absent unless the reason is for sickness or diarrhoea, which automatically means that your child will need to remain off for 48hrs from the last episode.
- Parents must avoid arranging routine appointments and family holidays during term time.
- If your child must be absent from school for a hospital/clinic appointment, or any other reason, you must **complete an absence request form.**



Additional Information

- **Sickness or diarrhoea** - they must remain off school for 48 hours from the last episode.
- **Headlice** - Please check your child's hair regularly for headlice. If your child is found to have headlice, please treat the whole family before bringing your child(ren) into school and inform school.
- **Parking** - Please consider our neighbours and do not park over their driveways. No staff car park use.
- **Communication** - Teachers are the first point of contact for any issues with your child or child's class. Please email the School Office to make an appointment either face-to-face or an arranged telephone call.
- **Our website** is the place to go for any information that you need.
- **Twitter** – (private account) If you would like to access this, please ensure you include your Twitter ID on the relevant section of your application form. Once your child starts, please send a Twitter request to follow [RedbournPrimary@PrimaryRedbourn](#) and the Office Team will approve your request.



Working Together

- We value working with parents and it is important that all decisions are made together between you and the school. Please also let us know if there is any medical/personal/special needs information that we need to know in order to further support your child in school.
- We are keen to communicate with parents so there will be further opportunities to find out how your children learn and what they will be learning through teacher newsletter, curriculum maps, parent consultations and opportunities to come into school.
- Remember to check our website and look out for the whiteboard outside Willow Class for important information.
- If you would like to speak with the Reception teachers, please email the School Office to make an appointment.

How can you support your child at home?



Communicate and talk with your child



Enjoy physical activities together



Have fun with maths



Help them to be good readers and writers



Support your child to do things by themselves such as dress themselves, put on and take off coat/shoes, go to the toilet and use cutlery correctly



Encourage your child to talk and play with others



We will email out this presentation for you to refer back to.

If you have anything you'd like to ask us, or any concerns, then please do share them with us, however small. Please email admin@redbournprimary.co.uk with 'Reception Question' in the subject bar.

If it is appropriate, we will make up a 'Frequently Asked Questions' sheet that we can share with you all.

We look forward to seeing you all soon.



Any questions?