

# Welcome to Redbourn Primary School

## New to Reception 2025-2026

*Supporting Smooth Transitions  
for you and your child*



# School Leadership Team



Headteacher

Miss Emma Fenn

Deputy  
Headteacher/Head  
of EYFS/KS1

Mrs Louise  
McLellan



Assistant  
Headteacher/Head  
of KS2

Mrs Tracey Couch



# Willow Class Teacher



**Mrs K McLaren**  
EYFS Phase  
Leader

# Teaching Assistant

**Mrs S Fensom**  
Early Years  
Practitioner

# Lime Class Teachers



**Mrs F Turner**  
Class Teacher  
(Monday-  
Wednesday)



**Mrs R Burton**  
Class Teacher  
(Thursday-  
Friday)

# Teaching Assistant

**Miss Fitzgerald**  
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



Office Operations  
Manager

Mrs Lisa Orchard

Admin Assistant

Mrs Jennie Cartwright





# 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
- Explain about lunch on next visit





# Key Transition Dates:

**2<sup>nd</sup> Visit - Thursday 10<sup>th</sup> July** Children to visit for an hour 11.15-12.30pm. Joined by one adult to experience lunch.



# 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

- 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.



# 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](mailto: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.