

Essex primary school

Starting reception



Essex Primary School

Sheridan Road, Manor Park, London E12 6QX

Tel: 020 8472 0322 Fax: 020 8471 0857

www.essex.newham.sch.uk

Email: info@essex.newham.sch.uk

Executive Head Teacher: Mrs Cecilia Mojzes

Associate Head Teacher: Mrs Amber Ilyas

WELCOME to Essex Primary School

At Essex, we aim to develop a supportive and nurturing environment where each child is given the opportunity to develop their full potential and to become confident, happy and independent learners.

We look forward to working in partnership with you.

We welcome your support and involvement at each stage of your child's education.



Essex Primary School Team 2021 - 2022

Executive Head Teacher: Cecilia Mojzes

Associate Head Teacher: Amber Ilyas

Assistant Head Teacher - EYFS: Aliza Shaikh

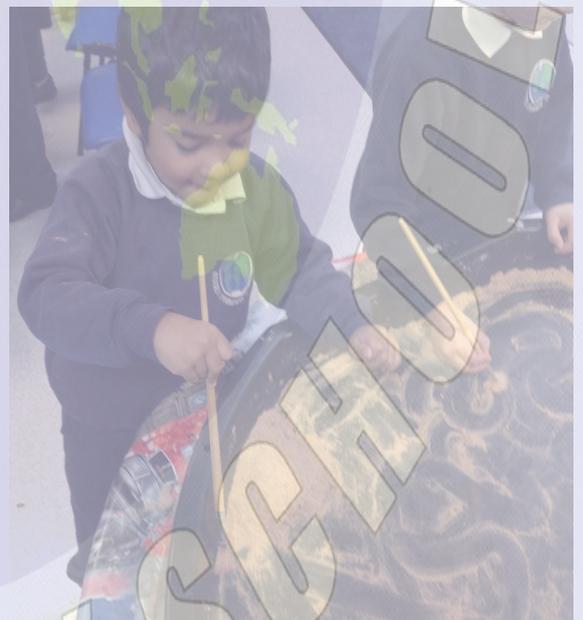
Reception Teachers:

Coral Mckenzie (RM)

Shivali Thacker (RT)

Rebecca Dover (RD)

Joseph Francis (RF)



ESSEX PRIMARY SCHOOL

Important Dates for Reception Parents:

Key Dates	Event/Routines	Details
22nd and 23rd June	Reception Information Meeting	The EYFS Coordinator will meet with all the Reception parents to discuss routines and expectations.
7th July	Transition Day	Children will meet their new teacher. Children who attend the Nursery will be taken to their new Reception Classes. All children who do not currently attend Essex Primary will attend the morning session from 9:15am-11:45am.
6th September to 10th September	Reception Classes ½ day AM: 8:45am to 12:00 PM: 1pm to 3:15pm	Children only attend school for half a day: AM Nursery Children – attend Reception in the morning PM Nursery Children – attend Reception in the afternoon Children who did not attend Essex Primary Nursery should attend Reception each morning.
13th September	Normal Reception routines begin.	All children must attend Reception for the whole day from 8:45am to 3:15pm.

All Reception children will come through the Ruskin Road gates.



Settling into Reception

Naturally, the first few days at school away from parents can be unsettling and sometimes difficult for pupils to come to terms with. Throughout this process, our staff will be on hand to support you in this transition, in order to help your child settle quickly and smoothly into the life of the school.

To support this process, Reception children will attend school for half a day during the first week (**6th September to 10th September**).

The children will stay for the whole day from the week beginning **Monday 13th September**.

Lunchtimes

All Reception pupils are entitled to free school meals. All meat will be Halal meat. No beef is served. All pupils will be encouraged to try new and unfamiliar foods but will not be forced to finish the contents of their plate

We want all children to eat school meals. Please help your child to make choices by discussing the menu with them. Menus can be found on the school website. If there is a particular reason why you want your child to bring their own lunch, please inform the school. All lunch and break times will be supervised by a member of staff.

All pupils will be expected to wash their hands before meal times and all Reception pupils will be seated together in the hall, supervised by our staff. Children will be expected to use a set of cutlery.



Coming to Reception

When your child comes to Reception please ensure they are brought to school and collected by someone the child knows well. (They must be over 14 years old). Stay with your child until the gates/doors are opened and the staff have welcomed them. It is not safe for any child to be left alone for even a few minutes. Parents are not allowed into the classrooms at the start and end of the day.

Please tell a member of staff if someone other than the child's parent/carer is collecting them or your child will not be allowed to go home with them.

If you are going to be late collecting your child, please telephone the school on **020 8472 0322.**

We understand that children pick up and take home items from the classroom. Please return these to the school the following day so that all children can continue to enjoy them.

Children are not allowed on any equipment unless they are supervised by a member of the Essex Primary team.

For the safety of the children:

- Do not drop-off or pick up children in the middle of the road or park on the zigzag lines outside the school.
- We ask that nobody uses their mobile phone whilst on the school premises.
- The school is a nut free site as we have a number of children with allergies.

First Aid

Should your child have an accident or become unwell, first-aid will be administered by a qualified first aider. If an accident is serious we will contact you immediately.

We must have an up-to-date address and telephone number to contact you quickly as well as an emergency second contact should you be unavailable.

Attendance

At Essex, we monitor the attendance of all pupils in conjunction Attendance Management Service. Should attendance fall below 95%, procedures are in place to ensure absence levels are improved. Under no circumstances are holidays authorised during term time.

It is very important that you bring your child to school on time. It is equally important that you arrive on time to collect your child at the end of the day in order to avoid your child becoming distressed. In an emergency or if you know that you are unable to collect your child, please telephone the school as soon as possible.

Illness and Extended Holidays

If your child is ill and is unable to attend school, please phone 0208 472 0322 to inform the school as soon as possible. Holidays during term time are not permitted and Newham may choose to fine families taking unauthorised holidays during term time.

It is important that we know if children are suffering from chickenpox, mumps or any contagious illness immediately. Head lice are common and easily treated. Ask the chemist or Health Visitor or a member of staff for advice.

If any member of your family including children shows symptoms of COVID, everyone in the family should isolate and complete a PCR test. Positive and negative test results need to be sent at school via email.

Illness and Medication During School Hours

If your child becomes ill or injured during the school day and is not well enough to stay in class, you will be called to pick your child up. It is necessary to have updated emergency contact numbers on file in the Main Office in case no one can be contacted at home.

Pupils with asthma should bring in an inhaler and spacer prescribed by their doctor to school each day. Parents will have to meet with the welfare assistant in order to complete a medical information form as well as to hand over a spare inhaler to the class teacher to be kept in the child's classroom at all times

Milk and Snacks

Children in the Foundation Stage are provided with milk and a piece of fruit each day. All children have access to drinking water. They may also bring a bottle of water to school which must be clearly labelled.



Birthdays

Within the classroom teachers will acknowledge children's birthdays. Unfortunately due to allergies and health and safety reasons **we are unable to accept any food or toys.** No cake, sweets or biscuits will be allowed.

Behaviour Management

Children are treated as individuals. All staff follow the same guidelines as defined in the school's Behaviour Policy. Should a child exhibit challenging behaviour, staff will talk to you about strategies and routines that may help. Children respond best to consistency, which involves all adults responsible for their care. We may devise a programme with you for us all to follow and to help meet the needs of your child.

Safeguarding

We are obligated by law to follow up with parents and carers if any marks are found on a child. Similarly, any disclosure that a child makes at school needs to be followed-up. We may have to refer any disclosures or marks to Social Services.

Who Do I contact if....?

We understand that sometimes you need to know who is the best contact for specific questions within the school. In the first instance please discuss any concerns with the class teacher, then Year Head, the Deputy Head Teacher and finally the Executive Head Teacher. If you are still dissatisfied then the complaints procedure is available on the school's website should you require it.

www.essex.newham.sch.uk

Assessment and Record Keeping

Children in Reception are assessed according to the guidelines set by the government. Children do not sit tests but are observed doing various tasks. Work in their books and activities they choose are used to form judgements. Parents will be provided with a written report, detailing their child's progress, at the end of the academic year.

School Uniform

Children should come to school dressed in their school uniform:

- Dark coloured shoes (black or blue)
- Dark blue trousers or skirt
- White shirt or blouse
- Dark blue jumpers, cardigan or sweatshirt with a school logo

The school uniform, PE Kit and book bag can be purchased from the **Ian Howard Shop in Eastham.**

Reception children are expected to wear PE kit during PE lessons.

Please mark all items of clothing clearly with your child's name. We cannot accept responsibility for personal items that get lost or broken. For Health and Safety reasons, children are not allowed to wear any jewellery.



PE kit



Book bags must be brought to school every day with your child's reading book and their reading diary.

The school uniform and book bag can be bought from the uniform shop.
(Ian Howard)



To keep up to date with what is happening at Essex visit our website - www.essex.newham.sch.uk



You can also follow us on Twitter -



We would like to wish you a safe and happy summer and we look forward to working with you, your child and your family.

Team Reception