



**HEYGREEN**  
**PRIMARY SCHOOL**

Heygreen Primary School  
Reception Information Pack  
2024 - 2025



## Welcome to Heygreen!

A gradual introduction into school life is essential to help your child ease into full time education. Everything we do will make every day at school an enjoyable experience. On the first day of Reception, please leave your child to settle and try not to worry.

However, if your child is a little upset when you leave, please phone the school and we will check everything is okay - it usually is, honestly! At the end of the day, they may be tired, but we hope, very happy!

### What should my child bring to school?

Book bag every day

A water bottle

Waterproof coat

Packed lunch if applicable

## The School Day



8:45am - Start of the school day

3:15pm - End of the school day

## Attendance and Punctuality

It is important to ensure your child has a calm start to the day. Therefore, it is important to arrive punctually, and be ready to line up before the doors open. If you do happen to be late, you will need to enter via the main school building and report to the school office.

The Local Authority monitors our registers termly. Attendance rates and lateness are monitored closely by our Attendance Officer, Mr Kewn along with the Senior Leadership Team, to ensure children develop good attendance attitudes from the start.



Be In SCHOOL  
Be On TIME

## School Uniform

Our school uniform consists of -

White polo shirt  
Green sweatshirt  
Green cardigan  
Grey skirt/pinafore  
Trousers/shorts  
Black school shoes.

Grey shorts and green and white checked dresses are acceptable for Summer.



## PE Kits

School PE Tracksuits are available to purchase from the office for £10





# Children's Safety

We would like to draw your attention to procedures which are in place to ensure both children and adults are safe whilst on the school site.

## MORNINGS

To avoid unknown adults entering school, we ask parents and carers to say their goodbyes to children outside, and for children to come into classrooms with their teachers and without parents/carers. Any parent wishing to visit the school office must enter via the office entrance.

## OFFICE DOOR

The main building entrance door will be locked via the intercom system to control access. Any parent wishing to enter must press the buzzer and a member of staff will release the door lock. Please be patient if you have to wait. Pedestrian gates on Taunton Street are locked between 9.10am and 3.05pm.

## HOME TIME

We understand that there will be occasions where you have arranged for friends or relatives to collect your child at the end of the day. Please ensure you let us know who will be collecting your child on your behalf. We will not be able to release your child to someone other than you, without your consent to do so.

## CONTACT INFORMATION

Please ensure that your contact telephone numbers are always up to date with the office. We use our school app and sometimes a text messaging service to inform parents about any changes to the school timetable, school closures and emergencies.

## FIRST AID

All Early Years staff are Paediatric First Aiders. The teacher on duty will deal with any minor incidents e.g. cuts, grazes, bumps etc. and you will receive a 'bump note' to inform you of this. If your child has bumped his/her head you will receive a letter.



However, in cases of serious accidents, first aid will be administered and an ambulance called. If you are unobtainable, a member of our Senior Leadership Team will act in loco parentis. It is important that emergency contact numbers are updated regularly for this reason.

## ILLNESS

If your child should become ill, we will contact you to collect him/her from school. Please keep your child away from school for 48 hours if they have had diarrhoea or vomiting. Our office staff can advise on the national guidelines issued by Public Health for other illnesses that may be thought contagious.

## HEAD LICE

Unfortunately, head lice are a common occurrence in school, and we would ask you to check your child's hair regularly. Should you find lice in your child's hair, we would appreciate you taking action without delay and return your child to school straight after treatment. If we notice head lice in a child's hair, we will call parents to collect them so they can be treated accordingly.

## ASTHMA

Please inform school if your child suffers from Asthma, as we keep an Asthma Register (see form for completion in Welcome Pack). A spare inhaler should be kept in school at all times. Inhalers need to be labelled with the child's name and class.

## MEDICINES

We can only administer prescribed medicines if they are needed 4 times a day. You will need to complete a consent form from the office and collect medicines at the end of the day. Please organise any medicines needed 3 times a day to be administered at home. No other medicines are allowed in school.



## ALLERGIES

Please inform the school office of any known allergies that your child has. This includes hay fever, plasters or any food allergies. Please complete the medical form in your welcome pack. There may be an additional form that you will need to complete upon receipt of this information and we would make contact in order to meet at a mutually convenient time to discuss your child's needs.

## Supporting Emotional Wellbeing

At Heygreen Primary School, we use the Zones of Regulation to support all children with their emotional regulation. This tool encourages children to understand and recognise their emotions.

# How do you feel today?

			
<b>BLUE ZONE</b> Sad Sick Tired Bored Moving Slowly	<b>GREEN ZONE</b> Happy Calm Focused Ready to Learn	<b>YELLOW ZONE</b> Frustrated Worried Silly/Wiggly Excited Loss of Some Control	<b>RED ZONE</b> Mad/Angry Terrifies Shouting Hurting Out of Control

What has made you feel this way? What can we do to improve the way we feel?

## EYFS Curriculum

The EYFS Framework, which supports your child's learning from Nursery to Reception, explains how and what your child will be learning to support their healthy development.

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 and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs.

## Handwriting Phrases

# My Sound Mat



Maisey mountain  
mountain



Around the  
apple,  
down the  
leaf



Slither  
down the  
snake



Round his  
bottom, up his  
tall neck and  
down to his  
feet



Down the  
tower,  
across the  
tower



Down the  
body, dot  
for the  
head



Down Nobby  
and over his  
net



Down the plait  
and over the  
pirate's face



Round her face,  
down her hair and  
give her a curl



All around the  
orange



Curl around  
the caterpillar



Down the  
kangaroos  
body, tail and  
leg



Down and  
under, up to  
the top and  
draw a puddle



Down the  
laces, to heel,  
round the toe



Down the  
stem and  
draw the  
leaves



Lift off the  
top and  
scoop out the  
egg



Down the  
long leg



Down the head, to  
the hooves and  
over his back



Down his back,  
then curl over  
his arm



Down the  
body, curl and  
dot



Down a wing,  
up a wing



Down a horn, up  
a horn and under  
his head



Down up, down  
up



Zig-zag-zig



Round her  
head, up past  
her earrings  
and down her  
hair



Down the arm  
and leg, repeat  
the other side

## As parents and carers, how can we help with our child's learning?

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school.

Even when your child is very young, and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the following things with your child, it will make a real difference to your child's confidence as a young learner.

### Reading, Reading, Reading!

Reading is a vital skill that will help your child to succeed in many ways. As your child is learning to read, they may not be able to read the whole text. It is important for your child to recognise the importance of reading. Your child needs time to learn and practise skills involved in each stage of our reading scheme. Your child will bring home reading material and they will also have access to an online reading library; Oxford Owl.

We look forward to welcoming you soon for your ...

