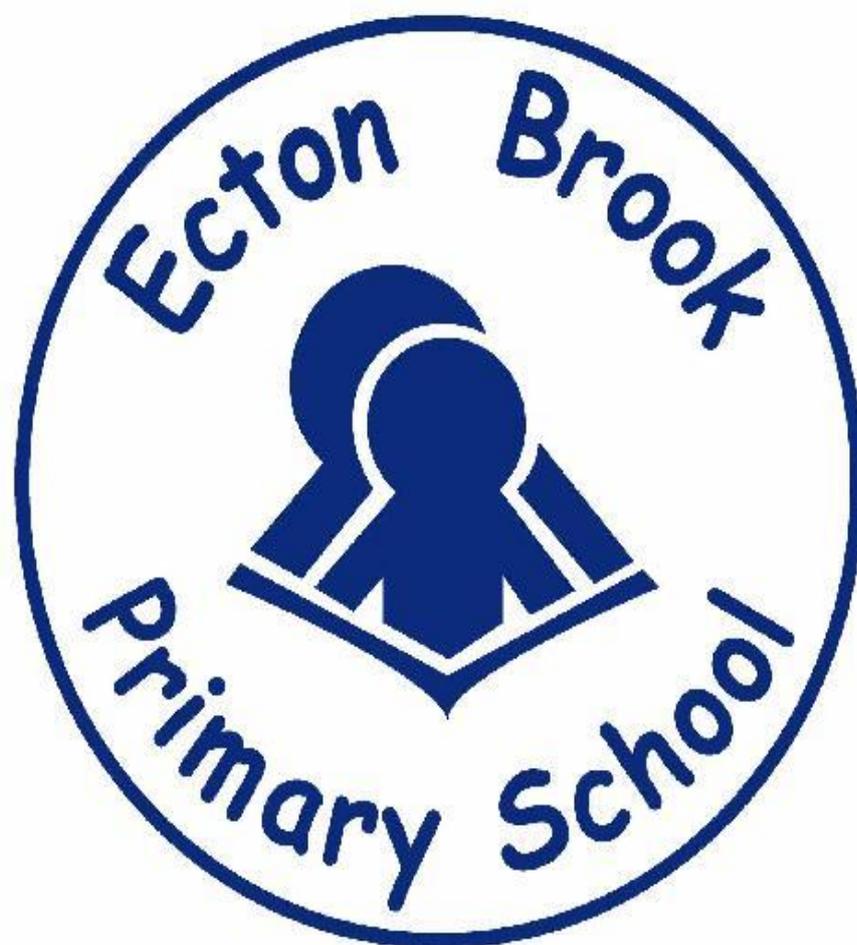


# Parent Handbook

For Parents of Pupils new to Reception Year  
September 2019.



# ECTON BROOK PRIMARY SCHOOL

01604 409608      [www.ectonbrookprimary.uk.org](http://www.ectonbrookprimary.uk.org)  
[www.ectonbrookprimaryblogs.net](http://www.ectonbrookprimaryblogs.net)

Dear Parent/Carer

We are looking forward to welcoming your child to our Reception Year at Ecton Brook Primary School.

Your child has been given a place in the **MORNING** from Wednesday 11<sup>th</sup> September 2019 until **20<sup>th</sup> September 2019**. If your child is ready for full time schooling, then they will start full time on **Monday 23<sup>rd</sup> September 2019**. **All children should attend the morning session on Friday 20<sup>th</sup> September which will include staying for lunch. On this day the children will need to be collected at 1pm.**

Please bring your child to the Reception Year classroom door at 8.45am and collect them at 12.00pm. You are welcome to accompany your child into school each morning to help them settle into the school routine.

We look forward to getting to know you and your child in September.

Yours faithfully,

*The Reception Year Team*

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Dear Parent/Carer

We are looking forward to welcoming your child to our Reception Year at Ecton Brook Primary School.

Your child has been given a place in the **AFTERNOON** from Wednesday 11<sup>th</sup> September 2019 until **20<sup>th</sup> September 2019**. If your child is ready for full time schooling, then they will start full time on **Monday 23<sup>rd</sup> September 2019**. **All children should attend the morning session on Friday 20<sup>th</sup> September which will include staying for lunch. On this day the children will need to be collected at 1pm.**

Please bring your child into the Reception Year classroom at 1.00pm and collect them at 3.15pm. You are welcome to accompany your child into school each afternoon to help them settle into the school routine.

We look forward to getting to know you and your child in September.

Yours faithfully,

*The Reception Year Team*

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## Home Visit

This is your chance to meet us and to ask any questions that you may have. It is our chance to get to know you and your child. During this visit you can tell us about any medication your child needs or concerns you may have about your child starting school.

We will arrange these visits during the evening meeting for parents in June. If you are not able to attend this meeting, please contact the school office to arrange your home visit.

Please use the form below to record the time and date of your appointment.

**Child's Name:** .....

**Date of visit:** .....

**Time:** .....

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## Open Sessions

These important sessions are for your child to visit school along with parents or carers. You can get to know the Reception Year staff, meet new friends and have lots of fun. Please attend as many sessions as possible. We look forward to seeing you.

|                                |                |
|--------------------------------|----------------|
| Thursday 20 <sup>th</sup> June | 9.30 – 10.30am |
| Tuesday 25 <sup>th</sup> June  | 1.30 – 2.30pm  |
| Wednesday 3 <sup>rd</sup> July | 1.30 – 2.30pm  |

Transfer Day is Monday 8<sup>th</sup> July and children and parents will be asked to attend either a morning or afternoon session depending on their date of birth. Parents or another familiar adult should stay for the duration of the session.

|                            |                    |                 |
|----------------------------|--------------------|-----------------|
| Times for Transfer Day are | Morning Children   | 9.30 – 11.00am  |
|                            | Afternoon Children | 1.15pm – 2.45pm |

Please come into school via the main entrance.

These sessions are well attended and as a result we must ask you to make alternative childcare arrangements for any younger brothers or sisters.

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## Things to Remember

We understand that it can be a little confusing and daunting to receive all this new information so here is a little checklist to help you. Please feel free to contact us for any more information that you need.

- Purchase school uniform and PE Kit and **label all clothes clearly.**
- Come along to the sessions

|                                |                |
|--------------------------------|----------------|
| Thursday 20 <sup>th</sup> June | 9.30 – 10.30am |
| Tuesday 25 <sup>th</sup> June  | 1.30 – 2.30pm  |
| Wednesday 3 <sup>rd</sup> July | 1.30 – 2.30pm  |

Transfer Day is 8<sup>th</sup> July

(Children and Parents will be asked to attend either a morning or afternoon session depending on their date of birth).

- Attend the Parents Meeting – Bellinge Campus - Tuesday 11<sup>th</sup> June at 5.30pm  
Ecton Brook Campus – Thursday 13<sup>th</sup> June at 5.30pm
- Book a home visit at the meeting
- Write down any questions that you may want to ask us
- Inform us of any additional needs your child may have

We hope this helps and makes life a little easier. We look forward to meeting you properly in September.

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## Preparing your child for School

Starting school is an exciting but sometimes anxious time particularly for parents. Here are a few helpful hints to prepare both yourselves and your child for the next big step in their life.

### Preparing for school

- Talk to your child about coming to school and walk or drive past as often as possible.
- Come to the open sessions so that your child can get to know the staff and the classroom.
- Take us up on a home visit. Children who have now gone to secondary school remind us of the day we went to their home.

### Personal and social skills

- Make sure that your child can go to the toilet and wash their hands independently, and ask to go to the toilet confidently.
- Encourage your child to dress and undress independently ready for PE Lessons.
- Make sure your child can put on, take off and do up their own coat.
- Encourage your child to help with tidying up around the house.
- Encourage your child to mix with other children and to share and take turns.
- Make sure that your child can feed themselves with a knife and fork.

### Reading and writing skills

- Teach your child nursery rhymes and action songs.
- Share a bedtime story each night.
- Help your child to read and write their first name (only use a capital letter at the beginning) to encourage them to become more independent in the classroom.
- Encourage your child to hold a pencil correctly and have a go at writing lists, cards and stories etc.

### Mathematical skills

- Encourage your child to count objects as they play.
- Play board games with your child and help them to recognise the patterns on the dice
- Talk to your child about the colour and shape of objects.
- Point out numbers around you at home, in the car or in the supermarket.

Please feel to contact us for more advice or see us at the Open Sessions

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## Homework in Reception Year

Children in Reception Year are expected to complete 15 minutes of homework each day. This consists of reading, counting, learning letter sounds and words. This should be fun, exciting and a special time for you and your child to spend together.

Reading at home with your child is one of the most beneficial things that you can do to ensure that your child learns well at school. It helps to develop a love and enjoyment for books and reading. Your child will bring a reading book home each day to share with you. Here are some helpful hints to help you support your child's reading.

- Read each day with or to your child. It helps if you build this into your daily routine after school or at bedtime.
- Encourage your child to talk about the pictures and to look out for patterns in the text.
- Some books have pictures with no words. These are the best books for developing your child's imagination. Encourage them to make up their own story using the pictures and ask them questions about what might happen next.
- Allow your child to turn the pages and encourage them to point to or watch you point to each word as you read.
- Praise your child for their efforts.

Your child will also bring home a orange link book. This is for your record of reading each day with your child. The class teacher will monitor this book and award a sticker when your child reads or is read to at least **four times each week**. This link book is also to share any significant information from home or school.

More information and advice about supporting your child's learning at home will be available early in the first term.

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## Snack Time

Our school participates in the National School Fruit Scheme for four to six year olds. This means that a piece of fruit will be supplied for your child each day. All the children in the school are given a piece of fruit, supplied free of charge by the school, every day. We encourage all children to eat healthily and try to follow the 5-a-day rule, and even the most reluctant fruit eaters readily eat their fruit when they see their peers eating theirs.

Water is readily available to children throughout the day and each child is given their own drink bottle. Milk is also available FREE to all children under five or those who are entitled to free school meals. The school will pre-register the under 5 pupils for milk.

**Please inform us of any allergies your child has as we often cook or taste different kinds of food.**

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## Communication with Parents



In order to encourage communication between school and home we have a LINK BOOK for you to note down any information that you feel would be helpful for us to know e.g. if your child has had a late night for some reason and may be tired, if they have received a reward for something out of school (swimming certificate, Brownies, Judo etc) or if they are concerned about any aspect of school. The book is also used as a home reading record.

Likewise, we use the book to note down any information that may be of interest to you, for example, an activity that your child may particularly have enjoyed at school, or a friendship they have formed.

We also have individual online profiles for each child which contain pictures, videos, observations and assessments concerning your child. These are available for you to access online at any time and you will be given login details in September. We encourage parents to add to this profile with observations and experiences from home.

Reception Year staff are also available every morning as you take your child into school, should you wish to discuss anything with them.

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Ecton Brook Primary School is one of the first Third Millennium Award winners in the country. We pride ourselves on our use of technology to enhance Learning and Teaching, and in sharing information with parents. We ask all parents to give permission for their children to be photographed and/or videoed for use on our school website and in blogs (and occasionally in the local newspaper, the Chronicle and Echo). Please see the Home School Agreement at the back of this pack to give permission for this to happen.

## **School Website**

[www.ectonbrookprimary.uk.org](http://www.ectonbrookprimary.uk.org)

Please log on and have a look.

## **School Blogs**

[www.ectonbrookprimaryblogs.net](http://www.ectonbrookprimaryblogs.net)

Click on the second button under the welcome message to access the class blogs.

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## Governors

The Governing Body of the school is made up of several different types of elected or appointed Governors.  
Current Governors:

### Chair of Governors

Mr I Sharpe – Co-opted Governor

### Co-opted Governors

Mr A Nandi – Vice Chair (Safeguarding/Prevent governor)

Mrs S Green

### Community Governor

Mr M Cox

### Parent Governors

Mr M Hills

Mr C Hoare

### Staff Governors

Mrs D Archer

Mr N Woods

Miss B Dorman

Joint Head Teacher

Joint Head Teacher

### Clerk to Governors

Mrs J Lugg

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## Home-School Agreement

### **As a parent/guardian of a pupil at Ecton Brook Primary School I will:**

- take a positive interest in my child's school life
- ensure that my child wears full school uniform every day and that all items are named
- ensure that my child attends school regularly, on time and properly equipped
- attend parent consultation meetings
- support and reinforce the school's policies and guidelines for behaviour
- help my child with their homework every day
- provide a full P.E. kit for indoor and outdoor use as specified by the school (blue shorts, plain white T-shirt, trainers/plimsolls)
- inform the school of any concerns, problems or medical history that might affect your child

### **The school will:**

- create a school environment that allows children and adults to feel safe, secure and confident
- make learning fun, relevant and appropriate for each individual child
- have high expectations for work and behaviour
- encourage a sense of respect for all people
- keep parents informed regarding the progress of their children
- answer queries and concerns raised by parents as quickly and efficiently as possible
- listen to, and give careful consideration to, parental views, comments and suggestions
- seek to develop opportunities for out-of-school learning
- celebrate the achievements of all pupils

### **As a pupil of Ecton Brook Primary School I will:**

- always follow the school rules and accept responsibility for my behaviour
- do all my classwork and homework as best as I can, and ask for help if I need it
- wear the correct school uniform every day, without jewellery (except watch or stud earrings)
- attend school every day unless I am ill
- respect other people and their property
- be polite, friendly and helpful to others
- keep the school clean, tidy and free from litter
- be responsible for my own belongings

### **Permissions:**

- I give permission for my child to be photographed for use in school, on the school website, blogs and school social media or for teacher training purposes. These photographs may be used whilst my child is a pupil at the school.
- I give permission for my child to attend supervised walks around the local area.
- I give permission for my child to travel in the school mini bus or in staff cars.
- I give permission for my child to watch PG film excerpts to enhance their learning.

We agree to the expectations set out in the Home School Agreement.

### **Signatures:**

| Pupil's Name            | Parents signature | Child's signature |
|-------------------------|-------------------|-------------------|
| Academic Year 2019-2020 |                   |                   |