

Welcome to Jerry Clay Academy



Induction Booklet

For Reception Parents

WELCOME



to Jerry Clay Academy

Striving to be the best we can be

Dear Parents,

We are looking forward to welcoming you and your child to Jerry Clay Academy in September 2020.

We want this to be the beginning of a happy and successful time for your child and a supportive partnership with you. However, we recognise that starting school can be an anxious time for both children and parents. The aim of this booklet is to provide you with practical information and some useful advice to help make your child's transition into the Reception Class as smooth as possible.

If you have any questions or concerns, please do not hesitate to contact us.



Mrs. T Swinburne
Executive Headteacher



Mrs. N Burrows
Class Teacher

Admissions & Induction

We will announce a date for Reception children to start as soon as we are in a position to do so.

Meet our Reception Class Team

Reception Class Teacher – Mrs. Burrows



Reception Teaching Assistant – Mrs Sellars



Reception Teaching Assistant-Miss Belford



Learning Together

Being a parent is one of the most rewarding jobs in the world. We believe that you are your child's first and most important educators.

Learning before school

By this time of year, many children are ready to begin school. They may already have experienced Pre-School education and will have learned many skills and will understand a great deal.

During their first years of life, your child has already learned skills that will help them to make a flying start at school:

- Feeling good about themselves
- Listening carefully
- Talking about their thoughts and feelings
- Knowing many stories, songs and rhymes
- Knowing what their own name looks like
- Recognising and knowing about letters and numbers
- Knowing about the different reasons for writing
- Wanting to learn

All these things continue to be important at school, especially the '*wanting to learn*'.

When your child starts school, the support you give them and continue to give them over the years will have an enormous influence on their achievements.

Here are some of the things that will make a real difference right from the start:

- Lots of songs and rhymes
- Listening games
- Playing with shapes
- Drawing and colouring

And perhaps the most important:

- Sharing a book every day

Making a flying start!

Getting ready for school

Opportunities

You can provide opportunities for your child to find out, to try new things, to do things successfully.

For example:

- Helping your child to succeed in something new

Interaction

You can interact with your child by listening, talking, making and doing things together. When your child starts school, he/she will need some special attention from you. It helps to make a quiet time at home where you can:

- Listen and encourage
- Talk to each other about what they expect, how they feel, how to behave.

Modelling

Another important influence adults can have on the way that children learn comes from the way children see their adults learning. It helps if your child sees you as people who learn as well as people who know.

Expectations

Because they need, the love and support of the adults they live with, children are very much affected by what is expected of them.

If very little is expected, then there is no need for them to try. They may get bored and lack the enthusiasm to try their best.

If too much is expected of them, then children may fail. They are likely to lose confidence and often choose not to attempt something new.

Your expectations need to be not too high, but not too low. It helps to think about what your child can almost do as well as what they can already do.

Recognising effort

Children's confidence and wish to learn is based on their knowledge of what they *can do*. When they can nearly do something, a bit of encouragement and enthusiasm can make a big difference. This is much more helpful to children than doing something for them. If they are successful in the end – then the effort is worth making and they will get into the habit of trying hard.

It is, therefore, important that you recognise, value and praise your child's efforts as well as their skills and achievements. Positive statements can raise your child's self-esteem and their desire to learn.

“You listened so carefully”

“That's good writing”

“Well done for trying”

Ready for School?

Your child will be well on their way to being ready for school when they are comfortable with:

- Sharing books
- Communicating well
- Listening carefully
- Talking to other people outside the family
- Respecting and getting on with other people, with good manners
- Asking questions
- Accepting a routine
- Saying what they would like
- Coping with surrounding noise and activity

You can help your child to practise these things at home.

Children find starting school easier when they have:

- Parents who have found out what to expect at the new school
- Parents who encourage their growing independence
- Parents who give reassurance and encouragement

Remember that your child needs to understand that you know and trust the class teacher and the school, that you expect things to go well and that you can talk to the school about any problems.

Carry on helping

One of the best ways for you to help your child do well at school is to take a positive interest in what happens there. When children know their teachers and parents are interested, they are more likely to be successful learners.

This will be important throughout their school lives. Your child will attend school for many years. It will make a big difference if you remember to:

- Keep on doing things together
- Keep on noticing and praising progress
- Keep on talking and listening together
- Keep on being a good example
- Keep on sharing books everyday

Useful Skills

When your child starts school, it would be helpful if he/she could do these things:



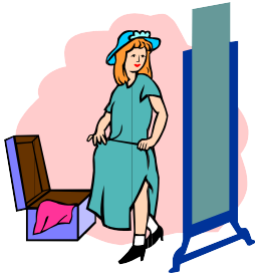
Take off coat and hang it up



put on coat and fasten it



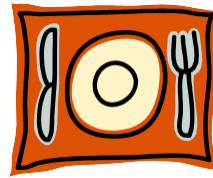
change shoes



Dress and undress



Use a handkerchief



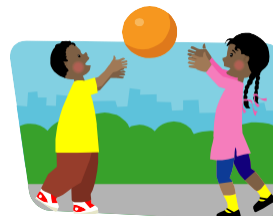
Use a knife and fork



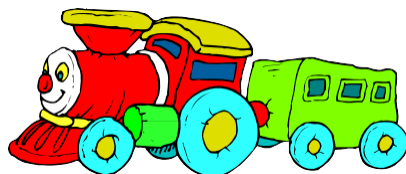
Use the toilet properly and flush it



wash and dry hands



share toys and take turns



Help to tidy toys away

PE Lessons

The children will have at least one P.E. session per week. This may occur at different points during the week, so it is VITAL that your child has their full P.E. kit in school each day of the week. It will be stored securely during the term and we will make sure it returns home at the end of each half term for a good wash!

P.E. Kit includes:

- ✓ Black shorts
- ✓ White t-shirt – only if we want to hold off assigning team colours till later in the term – otherwise children don't need to provide a t-shirt as we give them a school one
- ✓ Pumps
- ✓ Clean socks
- ✓ Black trouser/leggings and a plain warm top for outdoor P.E.

Please ensure that all items are named – it helps enormously when getting changed!

Please be aware that jewellery is not allowed to be worn in school and cannot be worn during P.E. lessons under any circumstances.

A typical school day in Reception Class

- 8.50am **Classroom doors open**
Please bring your child to the Reception Class doors at 8.50am. We will welcome your child into school and help them to put away their belongings, choose their lunch for the day and settle to a morning activity.
- 9.00am **All children should be in school.** Children arriving after this time will be marked as 'Late'.
- 9.10am **Key Worker time**
Children gather in groups of 10 with their Key Worker to greet each other and discuss the day ahead.
- 9.15am **Phonics**
Children work in small groups to learn to read and write sounds and simple words, following the Read, Write Inc. programme. Initially, these sessions will last approximately 20 minutes, building up to 50 minutes by the end of the Reception year.
- 9.35am **Child-initiated learning**
Children have the opportunity to choose what and where they wish to learn from a wide range of carefully planned indoor and outdoor provision based on current themes and children's interests. Adults support children to learn by interacting with them in this provision.
- 10.30am **Snack**
Children gather in Key Worker groups to have a snack of milk or water and a piece of fruit or vegetable. This time is used to practise basic maths skills such as counting, to talk about the children's interests and learning and to look at books together.
- 10.45am **Child-initiated learning**
- 11.30am **Tidy up and review**
Children work together to tidy their indoor and outdoor learning spaces before coming together as a class to review their morning's learning, celebrate success and make plans for the afternoon.
- 12.00pm **Lunch**

Children eat their lunch in the school hall and then have the opportunity to play outside on the main playground.

1.00pm Quiet reading

Children are encouraged to come back into the classroom quietly and calmly to the sound of relaxing music. In Key Worker groups, they have time to look at a wide range of books.

1.10pm Write Dance

Write Dance is a wonderfully fun way to start the afternoon! Each week we read a short story and learn some actions to music to go with this. On a Friday, this culminates in a 'scrimbling' session in which the children make marks on a giant roll of paper using the actions they have practised throughout the week. This helps develop your child's motor control and prepares them for writing.

1.20pm Maths

After a short and lively start altogether in which we learn the basics of maths such as counting and singing number rhymes, we work in small groups indoors and out to develop different areas of mathematical understanding through practical and purposeful activities.

1.40pm Child-initiated learning and individual reading

When we feel your child is ready, they will be given a home reading book for you to practise at home with your child. We will listen to your child read this book in school each week and move them on when they are ready.

2.30pm Tidy up

2.45pm Story time

3.10pm Prepare for home

We will support your child to gather their things ready for home.

3.25 pm End of school day

Please wait outside the Reception entrance. When we see you are here for your child, we will call them one at once and ensure they go to you safely. Please feel free to come in and talk to us after we have seen the children safely out.

Learning opportunities across the week

At different points in the week, we have whole class Shared Reading sessions to focus on books, which then inspire our learning throughout the week. Often, our learning across all areas is linked to a book we are enjoying at the moment.

We also enjoy gathering in Key Worker groups for sessions we call 'Talking Floor Books' where we share different objects, books or experiences with the children. We discuss these as a group and record the children's thoughts and ideas in a giant scrapbook which becomes a record of the children's learning throughout the year and inspires future learning activities.

Every week, we gather as a class around our 'Learning Journey Wall' to think about what we have learned recently and where we want to take our learning next. The children are actively encouraged to plan their own learning and we find that the children's engagement and enjoyment is so much higher as a result of this.

We regularly cook and bake with the children in small groups, which we find, has many benefits including:

- Developing an understanding of where food comes from and how it is prepared;
- Encouraging healthy and adventurous eating habits;
- Developing physical skills in handling a range of tools;
- Exploring different cultures and celebrations through food;
- Applying mathematical skills in a practical context; and
- Developing a sense of community and enjoyment.

We ask for a small donation to help fund the costs of this at the start of each term.

Assemblies in Reception

At the start of the week, the rest of the school begin with an assembly to focus on a particular learner trait for the week. In Reception, we come together as a class to discuss this in a way that is accessible and meaningful for our children and make sure we are ready and focused for the learning ahead of us that week. We join the school on a Friday for 'Special Mentions Assembly' to celebrate children's achievements and sometimes attend special assemblies

when visitors come in to our school. Later in the year, we also join the whole school 'Singing Assembly' on a Wednesday.

Making a mark!

Learning about writing

The process of learning to write is a gradual one, which takes a lot of effort and concentration. Children must learn:

- How to hold their pencil
- How to use the piece of paper
- How to make their marks go in one particular direction

These basic skills help your child to become a fluent and effective writer, especially when they are younger.

Drawing and colouring is an important part of this process, which helps to develop the strength and co-ordination needed to control the pencil as well as confidence in making marks.

For a long time children's writing will be no more than squiggles and marks. This is a very important first stage of early writing and needs lots of praise and encouragement, BUT during this time they are also developing an understanding:

- That their own names can be written down using these marks.
- That parents can use writing to make shopping lists and send cards and letters.
- That different letters stand for different sounds.
- That they themselves can make shapes that look like writing.
- That the marks have particular shapes and that these turn up in different words.
- That these shapes and marks can be put together to make words to write stories and give messages.

How parents can help

Parents can help by:

- Praising and encouraging your child's attempts at writing
- Showing an interest in what your child has written. Ask them about it. Join in.

- Listening seriously when they explain what their writing says if they want you can scribe their message next to their own writing.
- Drawing attention to letters and words all around them, e.g. Mail through the door. Letters and words in shops, in books, on videos and the television.
- Letting your child watch you writing: reading what you have written to them and telling them who the letters and messages are intended for.
- Encouraging them to add their own writing to your letters, cards, or make their own labels for toys, possessions and friends.
- Looking at alphabet books together
- Making an alphabet scrap book

Playing with sounds Our Read Write Inc. Programme

Books and stories which play with words and rhymes will help children to discriminate between sounds, an important skill for reading and writing. Children love listening to these sounds and rhymes.

Repeated words and phrases can encourage children to join in. Children who have heard a lot of story language will start to use it in their play and in their writing once they start to write their own stories.

At Jerry Clay Academy we follow the Read Write Inc. programme for teaching children their essential phonics. During the autumn term we will be hosting an introduction to Read, Write Inc. to ensure that you are fully aware of how we teach your child their phonics and most importantly how you can support with this at home.

Library time at Jerry Clay Academy

Is there anything better than sharing a favourite book with your child? We believe that reading a wide range of books to your child on a regular basis is so important, helping to develop language and imagination, understand the purpose for reading and most of all, develop a lifelong love of books. To support you in this, we hold a weekly library in Reception on Friday afternoons when you are invited to come in to the classroom and choose a book to enjoy with your child at home. This is also the perfect opportunity to speak to staff and take a look at our 'Learning Journey' wall that captures key learning from

throughout the week. Please come in between 3.10 and 3.20pm on a Friday for library and return books the following Friday.

Practical information

School Uniform

We encourage all parents to dress their children in school uniform. We believe that by wearing the school uniform children are encouraged to take pride in belonging to the school.

Our uniform consists of:

Blue sweatshirt or cardigan with an embroidered school logo.

White/blue polo shirt – polo shirts with the school logo are available from our suppliers. However, a plain white or blue polo shirt is acceptable.

For girls, navy/grey skirt or pinafore, trousers or culottes.

For boys, dark grey trousers.

In the summer, children can wear grey shorts or a pale blue gingham dress.

For Autumn/Winter, we have a reversible school coat or fleece (available from our suppliers)

School book bags and baseball/legionnaires caps are also available.

Your child will need a pair of sensible black school shoes which will need to be clearly named. Boots or shoes over the ankle should not be worn in or around school. We appreciate they may be necessary for the journey to and from school, and children must bring suitable shoes to change into, if this is necessary.

Please ensure that all clothing is permanently labelled with your child's name.

Suppliers:

1. Trutex School wear,

79 Northgate, Wakefield, WF1 3BX

Tel: 01924 299820

Email: wakefield@trutex.com

Website: www.trutex.com.

What should I do if my child is ill?

If your child is ill and cannot attend school, please let us know as soon as you can. We require either a note from you explaining the absence, or a telephone message. The school telephone number is: 01924 303665. We have an automated absence line where you can leave a message regarding your child's illness.

What happens if my child is taken ill at school?

If your child becomes too ill to be in school, we would make every effort to contact you. **It is extremely important therefore that the school office is kept up to date with your current home address and contact telephone numbers.**

What happens if my child needs to take some medicine during school time?

Occasionally a child may need some form of medication over a long period of time. Under such circumstances we will do all we can to help. Please speak to his/her Class Teacher in the first instance. We will require you to complete a medication form that will need to be authorised by the Headteacher to be able to administer this. All medication must have been prescribed by a doctor.

We also understand that some children will be well enough to come back to school before their treatment has finished. If your child has medicine prescribed by a Doctor that needs to be taken 4 times daily, or at a specific time, and you are unable to call in and give the required dose yourself, then we are willing to help.

In such circumstances, the medicine should be in a shatterproof container and be clearly marked with the dose required and your child's name, together with a clean medicine spoon. It should be handed to a member of the administration team at the office where our staff will ensure that the appropriate forms are completed. Once the necessary information is received and authorised, all medicines will be kept under staff supervision for safety reasons and will be locked in our medication area.

What happens at lunchtime?

When children start full-time education, they have a choice of 2 options at lunchtime:

1. Your child can have a universal free school meal.
2. Your child can bring a packed lunch to school.

What are the arrangements if I want my child to have a school meal?

If your child has a school meal, you can pay online. Details of the current cost of school meals will be given to you, together with sample menus.

What are the arrangements for packed lunches?

Some children bring a packed lunch to school, but most have a free school lunch. Sandwich boxes need to be stored in your child's cloakroom area, and space is very limited. All containers should be clearly marked with your child's name. Sweets and chocolate bars are not allowed in packed lunches, however biscuits and cakes are acceptable. Juice is provided, so drinks should not be sent.

Please Note: You will need to make a decision in advance on what lunch arrangements you want for your child.

When you have made your decision we will need at least 2 weeks notice for any change.

Drinks

Please provide your child with a water bottle clearly named. This bottle is the responsibility of the child and should be brought into school each morning filled with water only. They are then made available to the children throughout the day. The bottle should then be taken home each evening for washing.

Can my child bring something to eat at playtime?

The school is part of the School Fruit & Vegetable Scheme which is a government initiative that provides EYFS and Key Stage 1 children with a piece of fresh fruit or vegetable each day. Therefore, **it is not necessary** to provide your child with a snack

for break time. We do not allow crisps, sweets, biscuits or chocolate, as we try to encourage a healthy diet and healthy teeth, and also to avoid litter problems.

Contact information

School:

*Jerry Clay Lane, Wrenthorpe
Wakefield, West Yorkshire
WF2 0NP*

Telephone: 01924 303665

Email: info@jerryclayacademy.wakefield.sch.uk

Website: www.jerryclayacademy.wakefield.sch.uk



Follow us on Twitter @JCAWakefield

How we will communicate with you?

We believe that strong communication with you is absolutely key. You will receive the following from us:

- Through your ParentMail app with messages reminding you about key events or information in school
- A whole school newsletter every two weeks
- A weekly update email
- A weekly Reception class letter informing you of the learning which has been happening in class and activities you can do at home to support your child
- Regular tweets celebrating the learning that is happening at the Academy
- Our website is updated constantly, so please check this for regular updates
- Many events in school to celebrate your child's learning
- Parents evening, once per term to talk about your child's learning and progress

- Weekly library sessions in the Reception class
- An opportunity to regularly look at your child's learning journal

Please visit our website to find out about what goes on in other areas of school life. All school and class newsletters along with class timetables are also posted on the website.

We hope that you have found this booklet informative. If you have any further questions, please feel free to contact us in school.