

# 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 2016.

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  
Headteacher

Miss A Ashton  
Class Teacher

## **Admissions and Induction**

During the summer term of 2016 you will be invited to a presentation to learn all about our school. This will be followed by a series of induction days during the summer term. We will be informing you of the exact day your child will be starting at our meetings.

We recognise that different children have different needs and if you would like to discuss your child's induction to Reception class any further, please contact Miss Ashton, the class teacher.

## **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:

- Going out together
- Helping your child to succeed in something new

Visiting the school together really helps, so that your child knows:

- Where the toilets are
- What the teacher's name is
- Where to hang his/her coat

#### **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.

## **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.

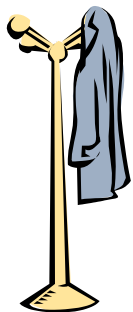
This will be important throughout their school lives. Your child will attend school for many years. It will make a big difference if you remember to:

- 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 every day



### Useful skills

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



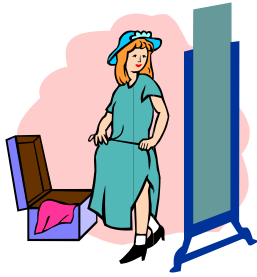
Take off coat  
and hang it up



put on coat and  
fasten it



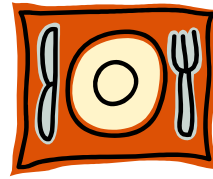
change shoes



Dress and undress



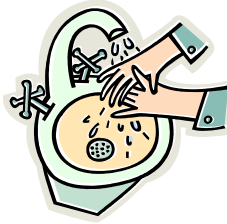
Use a handkerchief



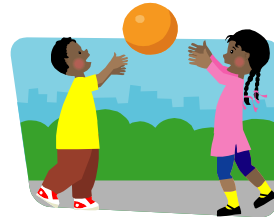
Use a knife and fork



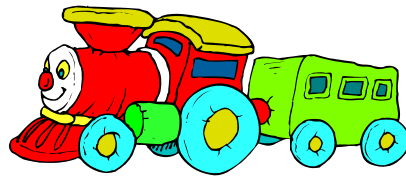
Use the toilet properly and flush it



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
- ✓ Your child will be allocated a team colour t shirt
- ✓ 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 come in with your child and support them to put away their coat, water bottle and book bag and choose their lunch for the day before settling them to a morning activity.
- 9.00am All children should be in school. Parents/carers leave children to continue with their chosen activities and the register is completed.
- 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; challenging and support them in this provision.
- 10.30am Snack time  
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.

3.25pm 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 which 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](mailto:wakefield@trutex.com)

Website: [www.trutex.com](http://www.trutex.com).

We also provide 'pre-loved' school uniform available in school at a reasonable price. All profits go towards providing learning resources for our children. Please see Mrs Sellars (part of the EYFS team) for further information.

### **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 a Parent. **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 which will need to be authorised by the Headteacher.

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 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](mailto:info@jerryclayacademy.wakefield.sch.uk)

**Website:** [www.jerryclayacademy.wakefield.sch.uk](http://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:

- Text messages reminding you about key events or information in school
- A whole school newsletter every two weeks
- 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.