



## The Foundation Stage – Reception

### Welcome to Atlas

To inspire all children to become lifelong learners through providing a stimulating and engaging curriculum which fosters curiosity, independence and aspiration.

Headteacher: Mrs Simpson

Assistant Headteacher: Mrs Arqum & Miss Snowden

Teacher: Mr Tunnell and Mrs Whitfield

**PASSION**  
**OPPORTUNITY**  
**WELLBEING**  
**EXPRESSION**  
**REFLECTION**



### First thing in the morning...

Children in Reception line up outside the Reception door. They come into the cloakroom and hang up their coat between 8.30am and 8.45am. Your child **must** be signed in to Reception. You can support them finding their name to self-register and putting their belongings on to their labelled peg. **If your child is late, arrives after 8.45am they must be taken to the main school office to be signed in. They will then receive a late slip and you will be asked to walk your child to their cloakroom.**

### Outdoors

Early Years children have access to our brand-new outdoor area all day and can choose to learn outside at any point during the day. Please ensure your child has clothing suitable for the weather and a pair of wellies in school at all times.

### Snack

All children are encouraged to eat at least one piece of fruit or vegetable daily as their healthy snack. They also have access to milk, water and fresh juice throughout the day.

We cook once a week and we ask for a voluntary contribution of £5 per half term to cover the cost of the ingredients. This is a huge part of learning in our classroom as it promotes a range of learning experiences from listening to the instructions and measuring out the ingredients to taking turns and sharing. It also promotes independence as the children are involved in the decision about what they will make and what they will eat. We use the opportunity to talk about where food comes from and the importance of a healthy diet.

Please note: we have children with severe allergies, therefore we cannot accept any foods from home for the children to share in class.

### Going Home

Each child must have a completed 'Who can I go home with?' form. This tells staff who is allowed to pick your child up from school. There can be up to five people on the form, they must be over the age of 18.

Parents/ carers are asked to collect their child from the Reception classroom at 3pm. Your child must be signed out of Reception.

If there have been any incidents you will also need to sign the incident report form. If you will be late picking up your child, or if someone else is doing it on your behalf, please let the school office know in advance.

### School Notes and Letters Home

These are given out at the end of the day and your child will be asked to put it straight into their book bag.

Please check these every day.

### Reading

Your child will bring home a book of their choice for you to read with them. It is about enjoying the book together, talking about the pictures and what happens in the story. Each time you spend time reading with your child record it in their diary and they will receive a point. When your child receives 50 points they will get a bronze certificate and their name will be entered into the prize draw to win a kindle. When they have 100 points they will receive a silver certificate and their name entered into the prize draw. When they reach 150 points they will be taken to Waterstones for a hot chocolate and the opportunity to buy a book of their choice.

Please use the bookmark as a guide to help when questioning your child about the book they have read/listened to.

### How is learning organised?

The children work as a class, in small groups and sometimes individually. Some activities will involve choosing from the classroom provision; some are supported by an adult, but with an emphasis on developing independence and some tasks are teacher led.

At other times the children will be engaged in activities as a class together on the carpet or accessing the outdoor provision.

### Loose Parts

We promote learning across the Early Years Unit through the use of loose parts to encourage children to use their imaginations and explore how different objects can be used for a range of purposes. Our aim is to create a sense of curiosity and engagement through everyday objects that inspire their imaginations.

### Assessment and record keeping

Our assessment focuses on the whole child with the aim to track, monitor and evaluate their learning and progress on a daily basis. Our staff will assess your child informally by making careful observations as they play, observing what they are doing and saying and recording it. This will then be assessed against the EYFS framework and used to make a formal assessment at the relevant times throughout the year.

Information that you share with us is crucial in helping us with our assessments and any experiences or work that has been completed at home is a great opportunity for your child to talk about it with us and their peers. Your child's key person will keep observations in your child's learning journal. This recognises and celebrates your child's key interests and highlights lots of learning opportunities and first hand experiences that your child has chosen to participate in within the setting, linking them to the Early Years Foundation Stage Framework.

### Parent/Carer Involvement

We welcome your involvement in your child's education. We value your role as your child's first and most enduring educator and we hope we can work in partnership with you throughout your child's time with us.

We welcome parent's feedback and are happy to help should you have any questions or concerns.

Talk to your child and listen to their questions, take the time to explain things to them, they are trying to make sense of the world! Let your child help out around the house, for example sorting out the washing, pairing socks and tidying up. Children love to feel useful. Look at books with your child, talk about the pictures to raise your child's awareness of stories, information and language. Provide paper and pencils for your child to draw and make marks. Let them have a go on their own, it doesn't matter how it looks when they scribble, they are learning. Let them see you writing and reading, they learn from everything you do.

### How can you help your child to settle in?

If your child is new to Atlas Primary they will also get a visit to their current Nursery setting. There will be two settling in sessions and a lunch session for children and parents before your child starts in September. The best way to prepare your child for the transition is by talking to them about their new school and getting excited with them.

### Make sure your child can go to the toilet by themselves.

We have our own toilets in the Reception classroom and we encourage the children to go to the toilet independently when needed. We promote confidence and independence, however we will support your child when necessary.

### Make sure your child can put on their own coat and shoes.

Of course we will be able to help, but we encourage the children to be as independent as possible. Remember shoe laces and some buckles are very hard to do. Velcro is easy!

It is important that you are calm and confident especially during your child's first few days/weeks at school.

Children very quickly pick up on their parents' anxieties.

Please let us know if there is anything that may be troubling your child. It may only be something small, but we will reassure and make allowances if necessary.

### Absence/ Illness

During your child's first few months at school it is normal for them to pick up minor illnesses such as coughs or colds. However we encourage children to try and come to school where possible. The government target for attendance is for each child to attend school for at least 96% of each academic year.

If your child has had diarrhoea or sickness, please allow 48 hours free of this before bringing them back to school. If an absence is prolonged please keep us informed.

Should your child become unwell during school time we may need to contact you quickly, so please ensure that we hold accurate up to date emergency contact details. Please inform us of any changes immediately.

We appreciate that when your child is unwell you may feel anxious about how they will cope at school. If this is the case, please do not hesitate to speak to a member of staff. We are always willing to talk through any worries you may have and work with you to do the best thing for your child.

If your child is going to be absent please call the school office between 7:30am and 8:30am on 01274 495190.

### Medicine/ Inhalers

If medicine is required three times per day it should be taken at home in the morning, at tea time and at bed time. Parents are responsible for the administration of medicines to their children. If your child requires medicines in the middle of the day you must complete a consent form at the main office.



If your child is asthmatic they must have an inhaler and spacer in school. Children's inhalers are kept in a central storage place in their class in a box. All inhalers should be in the original packaging and be clearly labelled for the child with the correct dosage stated by the pharmacist or GP.

### Children with special educational needs and disability

Atlas Community Primary School is committed to providing equality of opportunity and to meeting the needs of individual children in accordance with the Children and Families Act 2014. If you would like to discuss this further please don't hesitate to speak to the school SENCO.

### Special Dietary requirements/ allergies

If your child has any dietary requirements to food and drink please let the Reception teacher know. In some circumstances we may ask for medical evidence of this and a care plan may be needed.

### Child Protection

Parents/Carers should be aware that Atlas Primary staff will take any reasonable action to ensure the safety of all children. In cases where the staff have reason to be concerned that a child may be subject to ill treatment,

neglect or any other forms of abuse, a member of the safeguarding team within school will follow the school procedures.

### Pastoral

As well as needing to know about your child's health, it is also helpful if you let us know if your child is upset about something at home, for example, a death in the family or a parent going to work away from home for a few weeks. If children are upset and we know the reason why, then we can support them much more effectively.

In the same way, if anything happens in school to upset your child, we will tell you about the incident and ask you to sign an incident form to say you have been informed.

If you have any questions please do not hesitate to get in touch. We are here to help and ensure your child feels happy and safe in school so they are ready to learn.

## School Uniform

Atlas Jumper/Cardigan or Dark Green Jumper/Cardigan

Atlas Polo Top/Plain White or Yellow Top

Grey Trousers/Grey Skirt/Grey Pinafore

Black Socks

Black Shoes

Hair accessories should be green/grey or black. No fancy headwear please.

Green jumpers with an embroidered school logo and yellow polo shirts can be bought at Natasha's school wear in Bradford.

You will be given a free school book bag. This must be used for any reading books, homework and letters that need to go home with the children.

Children should not wear jewellery in school.

**All belongings, should be clearly named. School cannot take responsibility for any loss or damage to clothing/property.**

At Atlas Community Primary School we aim to provide your child with the best possible start to their school life.

We hope your child will be happy at Atlas Primary School and that you will develop a partnership with us to move your child forward in their learning.





## New to Reception

Hi everybody, my name is Miss Snowden and I am one of the Assistant Headteachers and Early years leader at Atlas Primary School. I have worked here for six years and other schools before I joined Atlas. I have two young children and a passion for creative learning. With the current COVID 19 pandemic I wanted to write to you all to tell you we are still here and cannot wait to meet you/see you all again.

At Atlas Primary we are part of the Priestley academy trust and proud to be a community school with our children and families at the heart of everything we do. We are passionate about educating young minds so they can go through life with a positive, creative and passionate outlook on life. Our creative curriculum is key to what we believe the children should be taught to allow them to develop the skills they need to succeed in whatever they chose to do. We offer yoga and forest schools to all our children to allow them to experience things that we believe are core to their learning and emotional wellbeing. We offer educational visits to allow the children to learn from real life experiences, develop their understanding of the wider world and explore the possibilities of the world around them at every opportunity.

We have recently had our Early Years outdoor area developed and it is truly amazing. It is an area to explore, imagine, create and build, full of learning opportunities and packed with language and communication opportunities.

Attached to this is an information booklet full of things you will need to know when your child starts with us. At the moment we are unsure of when schools will be allowed to re-open, however we will ensure that when the time is right and our children can start with us or join us again it will be a safe and positive environment for them to come back into. All our staff are passionate about what they do and this shines through when you talk to the children about what they have learnt and how they learnt it.

If your child is registered at a Nursery the class teacher will be in touch with them to discuss your child before they start with us. We currently cannot visit the nurseries or homes to have these discussions nor can we have the children in to share our amazing school with them and you but we can keep in touch and answer any questions you might have until then.

If you have not already signed up to Weduc please contact the office for information about how to do this. There are lots of updates posted on Weduc as well as on our website. The bedtime story section is one of my favourite.

Should you have any questions please do not contact to hesitate school.

Telephone: 01274 495190

Email: [office@atlas.bradford.sch.uk](mailto:office@atlas.bradford.sch.uk)

Miss Snowden