

All about



Infant School



Dear Parents and Carers,

At Hook Infant School we aim to ensure that starting school is a positive and fun experience for your children. We also understand that it can be an anxious period for yourselves, and that there is a great deal of information and routine to adjust to. With the help of some of our current parents within the school, we have developed this 'mini manual' to clarify any terms or procedures that may seem unclear at the time of your child entering Year R.

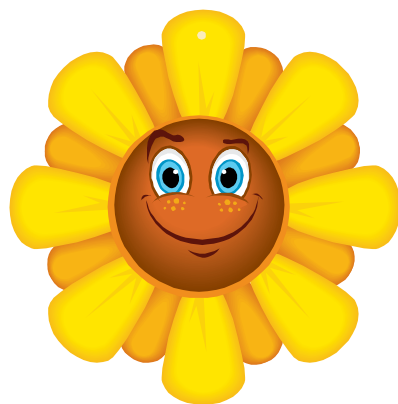
We hope that this booklet will answer many of your questions and help you to understand some of the terms that your child may use when talking about their adventures at school. However, if you do have any further concerns, please feel free to approach the office staff or the adults within your child's class. Alternatively, we have an extremely hard working Governing Body that comprises of 12 members, 5 of whom are elected Parent Governors that will also be happy to try and answer any of your questions in the playground. Their names and photographs are displayed in the entrance foyer of the school.

We also have a school website:

[www.hookinfants.co.uk](http://www.hookinfants.co.uk)

Yours sincerely,

The Year R Team



## **Behaviour**

A copy of our full Behaviour Policy and Anti-Bullying policy is available upon request from the school office. At Hook Infants we aim to develop a habit of self-discipline and there are rules that have to be followed for the sake of safety and to foster self discipline. Most of these rules are based on the traditional values of courtesy, consideration and common sense. We make use of encouraging positive actions to discourage negative behaviour. Children are rewarded for making positive decisions through a variety of methods:

- Praise from adults
- Sharing examples of good behaviour with their peers
- Stickers
- Celebration Assembly Certificates
- Taking home the Class Bear
- Praise from the Headteacher



Each classroom contains four colour faces, red, yellow, green and gold. Each child will have a named peg that will start each day on the green face. On occasions where a child is displaying minor misbehaviour, they will be provided with a warning. If this behaviour persists they will once again be spoken to and their peg will be moved to the yellow face. Should the child make a positive choice to stop the undesirable behaviour and display positive behaviour the class teacher will move their peg back to the green face. However, if the child continues to misbehave their peg will be moved to the red face. Where there is more serious or repeated misbehaviour a suitable reprimand may be given, for example:

- Class teacher will ask to speak to the child's parent
- Exclusion from an activity
- Referral to a senior member of staff
- Headteacher will ask to speak to the child's parent

Violence towards staff and other children will not be tolerated at Hook Infant School. In severe circumstances, this can lead to formal exclusion from school.

It is our experience that very young children can be and are unkind to each other, but rarely bully each other according to its definition. Should you have any worries that your child is being repeatedly targeted by one child or a group of children, please see your child's class teacher.

## **Birthdays**

We enjoy celebrating birthdays at school and children are permitted to wear their birthday badges into school. Each child will be encouraged to discuss their birthday celebrations with their peers in their class and will have the opportunity to be sung to by the whole school in assembly where a sticker will be given.



## **Child Initiated Learning**

At the start of each morning and afternoon your child will be involved in a short class discussion activity before being encouraged to access the various tasks and resources within the classroom. This time is referred to as 'playing and learning' and consists of continuous provision (independently chosen play), enhanced provision (activities on offer to the children that have been chosen by the teacher) and adult led activities.

## **Celebration Assembly**

Celebration assembly takes place once a week for each year group. Within each class a child will be selected to receive a certificate within celebration assembly for being a superstar that week. Certificates may be awarded for positive behaviour, academic achievements, good manners or demonstrating positive social skills (e.g. being a good friend to somebody). Celebration assembly certificates and wristbands are sent home on the day that they are awarded.

## **Class Assembly**

Children have the opportunity to perform their assembly two times. On Thursday a class will have their turn to present their assembly to their peers in school. On Friday mornings parents and carers are invited in to watch the performance. Occasionally, your child may have words to learn for their class assembly and these will come home within their book bag at the beginning of the week of their performance. We would appreciate any time that you can give to help your child learn their words, ready for their performance.

## **Class Bear or Mascot**

Each class has their own cuddly 'mascot'. It can be any animal e.g. monkey, bear, giraffe, owl etc. The idea of the children sharing a special toy and looking after it is that hopefully it will develop your child's sense of responsibility and make them think about how to treat a shared object carefully and with respect. The class bears are also used as a behaviour incentive as each week a child who has been trying hard to follow the class rules is chosen to take it home for the weekend. When it is your child's turn to bring home the class bear, please help them to record their shared adventures within the accompanying diary. Please feel free to support your child's writing as much as required (including scribing for them if necessary) and to include drawings, photographs, tickets, leaflets etc.



## **Classroom Stations**

Year R Classrooms are divided into various sections to support the children's independent learning. These areas include:

- Writing station
- Maths station
- Investigation station (used for exploration and enquiry)
- Creation station (used for messy play and arty activities)
- Snack station (see 'snacks' below')
- Small world area
- Construction area
- Carpet area
- Role play area
- Book corner

## **Daily Challenge**

Every day the children are introduced to a “Daily Challenge” which is an independent activity they can do amongst their self-chosen activities. It might be imaginative such as something to make from construction toys, or practicing a skill such as cutting, or maybe a turn with a computer program. Adults are available to support children who want to complete the activity but need help. In the first two terms the children are rewarded with a star sticker if they choose to complete the challenge. In the summer term, as preparation for the need to complete tasks independently in Year 1, the challenge becomes compulsory (but they still get a sticker for completing the task). We have found that children are often keen to discuss whether they completed “today’s challenge” with their parents.

## **E.Y.F.S**

The Early Years Foundation Stage is the 0-5 curriculum that your children will be following and assessed against throughout their time in Year R. There are 7 areas of learning within the EYFS:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

## **Earrings**

No child is allowed to take part in P.E. activities with any form of earring in their ears for very obvious safety reasons and to comply with County regulations. If you wish your child to have pierced ears please arrange for this to occur in the summer holidays, as all earrings must be removed by the child for P.E. sessions otherwise they cannot take part in P.E.



## **Entering school in the morning**

Your child's class teacher will greet them at the classroom door or gate each morning. We encourage the children to come into the classroom alone in the mornings to develop independence and prevent congestion. Please communicate any brief messages to the teacher at the point of entry (for example, if your child is being picked up by somebody different at the end of the day). Due to the busy nature of this time in the mornings we politely request that if you have questions or concerns that require a more lengthy discussion that you either write a letter to the teacher or book an appointment within the Wednesday 2:50pm slots. Classroom doors are closed and locked promptly at 8:45 for registration. Any children who arrive after this time should be taken to the office to be signed in as a late arrival.

## **Golden Time**

Golden Time is a term that we use to reward a class of children for their achievements (academic / behaviour). It is a term usually used within the Year 1 and 2 classes when they are rewarded with 'Free choice time' within the classroom.



## **Helpers**

Each day or week, the class teacher will pick two children to be the 'Helpers' – these are usually picked at random to ensure that every child will get the opportunity to help the teacher. Helper's responsibilities include taking the register to the office, giving out letters and leading the line to assembly.

## **Key Stage 1**

Upon entering Year 1, your children will move from the EYFS Curriculum and begin to work within the National Curriculum. Key Stage 1 is the first stage of the National Curriculum and is assessed formally at the end of Year 2. When children progress to Year 3 at the Junior School they will enter Key Stage 2 (the 2<sup>nd</sup> phase of the National Curriculum).



## **Learning Folder**

Your child's Learning Folder is where we store the children's paper work. Along with observations recorded on Tapestry, our on line learning journal. The folders show children's progress throughout the year. These folders will be available for you to view every term, either as part of Parent Consultations or at work sharing afternoons.

## **Library**

Library books will be changed on a weekly basis, during school time. Your child's class teacher will inform you of their library day and we ask that library books are returned to school on this day, even if you wish to re-new and keep it for a further week. Sharing books is an excellent opportunity to help your child to develop a variety of skills including:

- Language and vocabulary expansion
- Interpretation of picture clues
- Imaginative discussion
- The ability to re-call and predict
- Spotting sounds or words





## **Lunchboxes**

As a healthy school we can provide a free school meal which can be ordered on a daily basis. Alternatively you may wish to provide a lunchbox. Please remember to keep the contents healthy, nutritious and well balanced and remember to include a drink. Lollipops and sweets are not appropriate for a lunchbox.

## **Nuts**

We ask that the children do not bring nuts into school within their packed lunch boxes (this includes peanut butter within sandwiches) as there are a number of children in school who suffer from severe allergies. We appreciate your support with this matter.

## **Outside Learning Area**

Year R have access to their Outside Learning Area and children are able to access it during their 'playing and learning'. The various areas represented within the indoor classrooms are reflected within the outdoor classroom (see 'Classroom Stations') and it is continually supervised by members of the Year R team. We encourage the children to go outside in all weathers and request that children always bring coats and wellie boots during cold / wet weather. During particularly wet or muddy days children are encouraged to wear wet gear provided by the school.

## **P.E.**

Each class has a weekly P.E. lesson where the children change into their P.E. uniform (see 'Uniform' below). Please ensure that your child has a P.E. kit in school at all times and that long hair is tied back for P.E. days. Year R children do not require outdoor P.E. clothing during the Autumn Term as they will be participating in sessions within the school hall. Your child's class teacher will inform you of your child's P.E. day. Children will not need to bring plimsolls into to school until later in the year. Parents will be informed when this is necessary



## **Personal belongings**

Please can you ensure that your child leaves any special belongings at home to prevent loss or damage to them. Each child will have the opportunity to bring their special objects in from home when their group participates in 'Show and Tell' (please see further on within the booklet) for the week. In addition we politely ask that book bags are only used to store school books and not other items as they are stored within the children's shallow classroom trays throughout the day, it is especially important not to put water bottles into book bags, as these can leak.

## **Phonics**

The term 'phonics' refers to the way in which we introduce your children to reading and writing, and is concerned with learning how to recognise units of sound. For example, once your child begins Year R they will have regular phonics sessions and will initially be learning the sounds that the alphabet letters make. At Hook Infants we combine 'Jolly Phonic' songs and actions with the government recommended 'Letters and Sounds' programme to plan our phonics sessions. Year R children will bring home a series of booklets containing the songs and actions that accompany the initial sounds that they will be learning to practice at home. The school website contains a downloadable booklet that explains the scheme in more detail.

## **Playtimes**

To allow for long periods of high quality playing and learning, the children in Reception classes do not join the rest of the school for morning and afternoon playtimes. Reception children have a play in the playground during lunchtime play. To provide nurturing support as they get to know the lunchtime and playtime routines they are supervised by both lunchtime supervisors and the Reception teachers. (Each class has its own lunchtime supervisor) and have a designated 'quiet space' to use if they wish. After a few weeks they will have made a few friends and be feeling more confident about the routines so they will be able to choose whether to join the other children in the big playground or stay in the quiet space.

## **Reading Books**

Learning to read is an essential skill in life and we aim to make this an enjoyable experience at Hook Infant School. We politely request your help in this venture and ask that you read on a regular basis at home with your child. You will notice that your child will initially be bringing home a picture book to support their language development and interpretation of picture clues.

When sharing a picture book with your child, please encourage them to:

- Name objects and characters within the pictures.
- Describe events within the pictures.
- Consider how the character is feeling in the story, and why?
- Use 'story language' e.g. "One day..." / "Once upon a time...." / "The next day....." to explain events.
- Predict what might happen next.
- Recall the events of the story after reading.

When you have read with your child at home, please write a short note within their Reading Record Book (e.g. Joe used the pictures to help tell the story and he really enjoyed the book). In addition to the school's reading scheme books we would also like to encourage your children to explore other forms of text e.g. comics, library books, Internet sites.

When your child is ready to begin reading words books they will enter the school's main reading scheme, which uses a colour banding scheme. If your child changes colour band within the scheme it means they have progressed to the next level. Please ensure that your child's reading book, reading record and word book come into school on a daily basis.



## **Snack**

As a Healthy School we teach the children about the importance of diet and maintaining a healthy life style. Throughout the school day all children have access to their water bottles and are encouraged to drink plenty. The government provide a daily piece of fruit or veg for all Infant School aged children; these include apples, pears, carrots, raisins and satsumas. Each Year R classroom contains a snack station where the children may choose to have a piece of fruit as they please throughout the school day. The Year 1 and Year 2 children are able to eat their fruit during playtimes. In addition, the school also receives cartons of milk for our Year R children, which are also available to the children throughout the day in the snack station.

## **Surprise Bag**

During the school year your child will be chosen to bring home the 'Surprise Bag'. When your child brings the Surprise Bag home please help them choose an interesting household object for the other children to guess. The activity helps to develop your child's ability in questioning and answering, memory and listening whilst also being a lot of fun!

## **Tapestry**

Tapestry is an online learning journal which enables us to record, track and celebrate children's progress during the EYFS. It can be viewed by parents and carers throughout the school year on computers and mobile devices. When your child starts school you will be given log in details and guidance on how to use the journal.

## **Touch Screens**

We are very lucky to have large touch screens in each of our classrooms. These are fondly used by the children to play games, draw pictures, practice writing skills, access the Internet (under adult supervision) and watch short videos. They are just like a giant iPad on the wall.

## **Uniform**

Please ensure all items of clothing are marked clearly with your child's name. The School uniform is as follows:

Grey skirt/pinafore dress or grey shorts/trousers

Blue and white striped or checked dresses (in the summer)

White logo polo shirts

Legionnaire Sun Hats

Navy logo cardigans, jumpers or sweat shirts

Physical Education:- White logo T-shirt, navy shorts  
Outdoor: jumper, track suit bottoms  
These items in a named bag please, to remain in school during the week.

Sweat shirts, polo shirts, T-shirts, Legionnaire Sun Hats, Book Bags and PE Bags may be purchased from the School Office.



## **Water Bottles**

All Year R children will be provided with a school water bottle once they start; however, your child may wish to bring in a different bottle to school. We ask that your child brings a water bottle into school each day in addition to the drink within their lunch box. As a healthy school we encourage the children to drink water throughout the day. Please remember that your child's water bottle should only contain water and not juice or squash.



## **Word Booklet**

When your child's teacher believes that they are ready to begin reading 'words' (usually when they have learnt the majority of their initial phonic sounds), they will be given the word booklet. This booklet contains common words for your child to practise often referred to as 'High Frequency Words'. Once your child is able to recognise and read a word, please encourage them to try and use it within a sentence.

Some of these words will be decodable using phonic sounds. For example,

**c a t**

When helping your child to read these words, please encourage them to 'sound out' each of the sounds within the word. They should then 'blend' the sounds together slowly to read the whole word. Modelling this process will support your child's learning.

However, there are some words, known as 'Tricky Words' where this process is not possible. For example,

**was**

When being introduced to tricky words, children are encouraged to discuss the parts of the word that make them tricky (the 'a' sound making an 'o' sound within the word was). They should also be encouraged to look at the shape of the word.

Please practise these words as often as you can. Adults within school will regularly check your children's ability to recognise these words during individual reading time.

## **Wow Moments**

At Hook Infant School we love to hear about the children's hobbies, experiences and interests outside of school life and believe that it is important to recognise their achievements in all areas. Our aim as Year R teachers is to celebrate these events within school and record them in the children's Learning Journeys. We have therefore introduced 'My WOW moment at home' letters for you to keep us informed of any significant events or achievements in your child's development outside of school. For example, riding their bike without stabilisers for the first time, getting dressed by themselves, learning to read the numbers on the kitchen clock, or sharing their toys with their



sibling. When these events occur, please complete one of the forms and send it in to school with your child, where it will be celebrated with their class. These special moments can also be added to your child's Tapestry journal.

The form is titled "My 'Wow Moment' at home" in a bold, sans-serif font. The title is underlined and positioned at the top center of the form. Below the title are four horizontal lines for writing. The form is enclosed in a decorative border featuring stars of various sizes and shapes, some with faces, and a dotted line pattern. At the bottom of the form, there are two fields labeled "Name:" and "Date:" followed by lines for writing.

My 'Wow Moment' at home

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_