

Manor Primary Academy

Robins Class Reception

Induction Booklet 2023



Manor Primary Academy

It gives me the greatest pleasure to formally welcome you to Manor Primary Academy as a parent, whether you are completely new to the school, have older children in school or your child is already in our Nursery, and to tell you a little about our school before your child begins in September. Even if you have heard it all before, hopefully it will be a useful reminder. I would like to start by sharing our school vision statement:

- **Children will be independent, resilient, reflective and confident individuals who understand their role as important members of their local, national and international communities.**
- **The school will be outward looking, working in partnership with other institutions and the local community, learning from others and sharing good practice.**
- **We will deliver a broad and balanced curriculum which inspires and ignites a love of learning. We will provide a range of experiences to enhance knowledge and skills which pupils will carry forward to their adult lives.**
- **All children will achieve high expectations from their individual starting points. Standards of teaching and learning across the whole school and its curriculum will be outstanding.**

Manor Primary is a small, friendly school at the heart of the village community. We provide challenge and support at every level, and drive for success through our high expectations, in a safe and secure environment. Our teamwork develops respect and tolerance whilst valuing independence and creativity. We are forward-thinking and passionate about learning, inspiring children now, creating possibilities and building dreams. Above all else we are a happy school where life-long friendships are forged.

Last September we converted to become an academy, benefitting from the support of Fierté Multi Academy Trust. Fierté is a group of 9 primary schools across Tamworth and Burton who work collaboratively to share good practice, provide challenge for each other as well as supporting each other's route to constant improvement.

We are very proud of our school and the work we do here to raise all of our pupils' achievement and to ensure that all our learners make the very best possible progress. We endeavour to provide a learning environment where children feel happy, safe, cared for and are able to discover and celebrate their different strengths and talents.

Our pupils are very proud of their behaviour and the effort they make to improve their learning in reading, writing and mathematics as well as all other curriculum areas. By working closely with parents, our family of Trust schools, our local community and with other organisations, we aim to build strong and effective partnerships, which help children to blossom and to achieve their full potential.

All of our school community follow our MANOR Values and our behaviour system celebrates those who show them:

- **Manners – we are polite and respectful**
- **Aspiration – we always do our best**
- **Nurture – we are kind and look after each other**
- **Open-Mindedness – we are tolerant, celebrate our differences and try new things**
- **Resilience – we never give up**

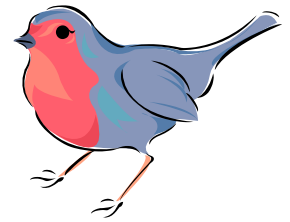
Robin's class is a mixed Nursery/ Reception class. **Mr Forman is our Robins class teacher, and Mrs Perry and Mrs Smith are our Teaching Assistants.**

It is very important that home and school work together in developing an effective partnership. This booklet is designed to be the first step towards building a successful relationship. It contains information about some of the learning opportunities and experiences that the children will have. There is also a list of the key things we would like the children to be able to do when they start school and some practical advice on how to help your child achieve these things.

Above all else, please feel absolutely secure that you are able to pop into school or telephone at any time between now and September to ask questions or voice any concerns you may have. We operate an 'open door' policy at Manor and are always keen to make the strongest possible home-school links. Use our website (www.manor.staffs.sch.uk) as a source of useful information, and remember that from September, you will receive a fortnightly school newsletter.

We look forward to working with you to support your child in school.

Simon Robson
(Headteacher)



Meet the Staff:

Mr S. Robson: Headteacher

Mrs Everett: School Office Manager

Mrs O'Brien: Office Administrator

Mrs R. Armstrong: Penguins class teacher (Years 5 and 6)

Mr M Forman: Robins Class Teacher (Nursery/ Reception) & SENDCo

Mr J Culff: Swans class teacher (Years 1 and 2)

Mr J Lloyd: Owls Class Teacher (Years 3 and 4)

Miss A. Rogers: PPA cover

Mrs J. Perry: Robins class Teaching Assistant

Mrs S. Smith: Robins class Teaching Assistant

Mrs P. Mason: Teaching Assistant

Mrs C. Pearce: Teaching Assistant and lunchtime supervisor

Mrs M. Viollet: Teaching Assistant and Forest School Leader

Mrs A. Whiffin: Teaching Assistant

Mrs J. Cooper: Senior Lunchtime Supervisor and breakfast club play leader

Miss K. Cowell: Lunchtime Supervisor, breakfast club and after school club play leader

Mrs B. Robinson: Lunchtime Supervisor

Mrs J Green: Fierté Catering

Mrs K. Lowe: Fierté Catering

Mr I. Webb: Site Supervision

Governing Body

Mrs M. Frith - Chair – Co-opted Governor

Mrs E. Brown –vice chair – co-opted Governor

Mrs S. Richards – Co-opted Governor

Mrs M. Viollet– Staff Governor

Mr S. Robson – Headteacher

Mr M Clarke – Parent governor

Mrs J Malpas-Harris – Parent Governor

School Contact Details

Main Office Telephone number: 01827 213820

Email Address: office@manor.fierte.org

Our Induction Programme for 2023

Reception

SEPTEMBER 2023

We offer a phased induction into school life for our Reception children:

Reception:

Tuesday 5th – 9:00-12:00

Wednesday 6th – 8:50- 1:00 (including lunch)

Thursday 7th full time (8:50-3:10)

Friday 8th full time (8:50-3:10)

On their first day at school, Mr Forman will be on the gate to greet you and your child. On subsequent days, please ensure children are at school on time. The playground gates are open from 8.40am and the bell is rung at 8.50am – teachers collect the children from the playground at the beginning of each day.

Parking is available at the Village Club car park – this is open each day between 8 and 9.15 and again between 3 and 4pm for our parents to use. The club have been kind enough to let us use their car park to ease congestion in the village – **please respect this by parking with consideration for the whole village community.** Please note that this car park is not school property and as such we take no responsibility for vehicles or their contents.

The Early Years Foundation Stage Curriculum

EYFS curriculum at Manor takes into account the young child's aptitude to learn through different forms of activity – in particular play, talk and first-hand experiences. It is organised into seven areas of learning and includes both adult directed and child-selected activities that best respond to their needs and interests:

In the Early Years Foundation Stage Curriculum, there are 7 areas of learning. The first three (in bold) are known as the 'Prime' areas of learning whilst the remaining four are the 'Specific' areas.

- **Communication and Language** – Listening Attention and Understanding; Speaking
- **Personal, Social and Emotional Development** – Self-Regulation; Managing Self; Building Relationships
- **Physical Development** – Gross Motor Skills; Fine Motor Skills
- Literacy – Comprehension; Word Reading; Writing
- Mathematics – Number; Numerical Patterns

- Expressive Arts and Design – Creating with Materials; Being Imaginative and Expressive
- Understanding the World – Past and Present; People, Cultures and Communities; The Natural World

Baseline assessment

During your child's first few weeks in school he/she will be assessed in a range of basic skills. This is to enable your child's class teacher to find out your child's level of knowledge and understanding. This information is then used to inform planning, so that tasks are matched to your child's ability in order for them to build on strengths and support any areas in need of development.

During the year regular observations and assessments are carried out, and all of this information is recorded on the Early Years Foundation Stage Profile, The results of which are shared at the end of Reception year. There will also be termly opportunities to discuss your child's progress at Parents Evening.

Helping your child in school

- Listen and talk about school with your child. Every day in school is an extremely busy one and your child will be full of new ideas and experiences they want to share with you. This is really important.
- Please read with your child as often as you can. Ideally this should be at least 5 times a week and could be part of a regular bedtime routine.
- Please maintain regular contact with Mr Forman in the home/school reading record book. This is used as a diary of your child's reading progress. Please write a brief note in it each time you read with your child, noting something they did really well, or something they found a challenge.
(Please use black/blue pen – no green as teachers use green)
- Keep us informed of any changes e.g. personal (change of telephone numbers), medical and social that may have an effect on your child in school.
- Please help your child with any tasks they bring home with them.

Remember: Each child is different and this is reflected in the level of maturity, attainment and development reached. It is important to remember that by the end of the reception year every child will have developed a wide range of interests and skills. By working together we can ensure a happy, confident child who has a positive attitude to learning and who enjoys school life.

Above all, if you do have any worries or concerns, please do not hesitate to telephone the school office, or pop in after school to make an appointment to see a member of staff. We operate an 'open door' policy where parents are always very, very welcome.

Preparing your child for school

There are some key skills we would like your child to have developed before coming into school. These are very simple things, used in everyday life and will help make coming to school a smooth process.

Getting dressed:

1. Putting on / taking off clothes in the correct order
2. Zips / buttons / shoe fastening
3. Turning a jumper the right way in
4. Coats / gloves / hats

Going to the toilet by themselves

Being independent at home:

1. Tidying away own possessions
2. Concentrating on an activity for a short period of time
3. Writing own name (in lower case letters)
4. Completing a task (ask your child to work on a short task and encourage them to keep going until they have finished it)

Your child will be very excited about starting school, but also may feel a little apprehensive about what will happen each day. It will help them if you:

1. Speak to them enthusiastically about school
2. Help your child make a friend – so they have a familiar face to look out for at school. (Because the children do not all start on the same day a friend from home may not be there on day one, so they will need another friend to look for)
3. Read stories about going to school.
4. Encourage reading, writing and number activities as part of your daily play
5. ‘Play’ schools at home – role play is a very effective way of helping your child to understand what will happen.

Important information:

Accompanying this booklet is a pack of useful information:

- Data collection sheet – **please return to school as soon as possible**
- Term Dates 2023/24
- Permission Forms – **please return to school as soon as possible.**
- Allergen Form - **please return to school as soon as possible**

We also need:

- A copy of your child’s birth certificate

Uniform and Equipment:

School Uniform:

It is not mandatory to wear a uniform with the school logo, but it is currently available to purchase from Clothing 4 Limited and WB Global Trading online uniform shops,

- <https://schoolwearuk.co.uk/>
- <https://www.wbglobaltrading.co.uk/store/Manor-Primary-Academy-c140199008>

Uniform without a logo may be worn, as long as it is of the appropriate school colours (grey trousers/ skirt and red jumpers or cardigans, white shirts/polo shirts). School shoes should be black – remember that Velcro straps are a great choice for a first pair of school shoes!

PE Kit:

Children will not get changed for PE until much later in the year, if at all. If they need PE kit after Christmas Mr Forman will let you know so don't buy any until he says as they may have grown a size or two by then! When they do they will need:

- Named pump bag
- Red or white t-shirt
- Black shorts
- Pumps/trainers
- For winter – joggers and crew neck sweatshirt (plain black)

Named Outdoor Bag

This will be for Forest School days. Children will come in their forest school clothing and bring school uniform to change back into.

Also:

- Named Wellies
- Named waterproof coat
- A named book bag (school will provide the first one, replacements will be 50p each)

Please ensure that every piece of clothing is clearly labelled with your child's name.

Attendance

Good school attendance is vital to your child's education and is something we take very seriously at Manor. Please ensure that you telephone **(01827 213820)** to tell us if your child is absent from school **before 9.30am where possible**. We always make contact with parents of children who are absent without a telephone call.

Punctuality

Our school gates close at 8.50am. Children arriving after this time must report to the office and parents must sign our late book. 6 late recordings in the course of a half-term will trigger a 'late letter' and possible referral to our Education Welfare Officer.

Holidays

Schools are no longer allowed to authorise holidays in term time unless it is deemed to be in exceptional circumstances. Families likely to incur a fixed penalty notice from the local authority if they take unauthorised holiday in term time once children are of legal school age (5 years old).

Illness

If your child is ill at school, we will contact you to make arrangements for them to come home. Please note that if your child suffers from sickness or diarrhoea, then **they should remain off school for 48 hours following the last bout (unless headteacher gives permission)**. Staff will not administer any medicine to children without prior written permission, and even then, only if it is prescription medicine. Please see our 'Administration of Medicines' Policy, which is available on our website, for more detail.

School Meals:

Fierté Schools Catering provides onsite hot meals at lunchtime for our children, and Mrs Green, our cook, oversees these. Dinners are free to all children from Reception to Year 2. Children who choose to have school lunches can have these booked through the ParentPay booking system. Lunch time is 11.50 – 12:50pm

Milk

Milk is available for your child at break times. Milk is provided free by the Government until your child reaches their 5th birthday. Following this date, you may wish to purchase milk at a cost of 30p per carton per day, which is paid termly in advance. Further information will be sent to you when your child reaches their 5th birthday.

Water

Water is always available in school; we will provide the water bottles so there is no need for your child to bring one in.

Timings of the School Day:

Mornings	Afternoon
Nursery: 8.50 – 11.50am	Nursery: 11.50 – 2.50pm
Reception: 8.50 – 11.50am	Reception: 12.50-3-10 pm
Key Stage One: 8.50- 12 noon	Key Stage One: 1.15-3.15pm
Key Stage Two: 8.50 – 12.15pm	Key Stage Two: 1.15-3.20pm