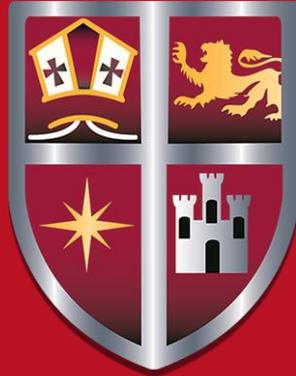


# Starting School



'LET YOUR LIGHT SHINE'

Richard Coates C of E Primary School  
Information Booklet



## Welcome to Richard Coates C of E Primary School!

This booklet has been written to help prepare you and your child for the exciting adventure of starting school.

We aim to give you the information you need and some ideas for how you can help get your child ready for school, so that they can 'Let their light shine' and have a really positive start to education.

We value the support of parents to children's all-round development and learning, and we want to work in partnership with you to help your child develop as a valuable member of our school community and go on to achieve their full potential.

If you have any further questions please do not hesitate to contact Heather Cape (Head teacher), or Mrs Brogden (Early Years Leader) via the school office.

We look forward to welcoming you to our school community.



## School contact details:

The school office opening hours are 8:15 am to 4.30 pm Monday to Thursday, and 8:15 am to 4:00 pm Friday, during the school term time.

**Address:**

Richard Coates C of E Primary School  
Thornhill Road,  
Ponteland,  
Newcastle upon Tyne,  
NE20 9QB.

**Telephone:**

01661 823167

**Website:**

<https://richardcoatesceprimary.co.uk>

**Email:**

[admin@richard-coates.uk](mailto:admin@richard-coates.uk)



# Preparing your child for school

## How do we help to prepare your child for school?

We have a comprehensive transition program to help children settle into school.

- We offer a series of visits for children to come into school to help them become familiar with the school environment.
- The Early Years Team makes contact with previous preschools or other Early Years settings as a 'hand-over'.
- Where appropriate we also carry out additional meetings for those children who may need additional support.



## How can you help prepare your child for school?

Here are just a few ideas for how you can help your child prepare for school. We're sure you are doing lots of these already, and have lots more ideas that you could add!

- Share books and stories.
- Teach your child nursery rhymes.
- Play turn-taking games such as snakes and ladders; make sure your child learns how to win and lose as well.
- Talk about numbers and teach your child to count objects accurately; you could involve your child in helping around the house by counting out the bowls or spoons needed to lay the table, counting steps up and down the stairs, look at house numbers or numbers on cars or buses as you go for a walk.
- Talk about mathematical concepts such as: taller, shorter, heavier, lighter, full, half full, empty, less than, more than, higher, lower.
- Let your child handle money and learn to recognise coins.
- Talk about shapes and colours.



- Encourage your child to dress and undress themselves, including using buttons and zips.
- Ensure your child can manage using the toilet by themselves, including washing their hands afterwards.

### **Settling in during the early days**



During the first few weeks of school, the Early Years Team spend their time really getting to know the children and helping them to settle into the new routines of school.

### **The Early Years Curriculum**

Young children learn best through play, trying things out, experimenting and talking. The Early Years Curriculum is an individualised, play-based curriculum which allows the adults to observe and find out about children's interests and what they are able to do independently across a broad range of areas. Teachers then use this information to plan for the children's next steps in learning and development.

The adult's role is to provide a stimulating environment and opportunities that will move children's learning on, and to teach children the new skills and knowledge, that they need so that they progress in all areas of their development and learning.

Children will spend some time each day learning through play, where they can direct their own learning and practice what they have learnt in the focused



teacher sessions. Talk is also very important and we build in regular opportunities for children to talk and share their ideas and problem solve with others in the school day.

There will also be focused daily teaching of maths and phonics, and children will put their phonics into practice during reading and writing sessions. Stories form a vital part of the curriculum and these stories often go on to inspire the learning in class during the week.



### **Supporting your child with their learning**

Parents and carers often ask us what they can do at home to support with learning. The truth is there is so much you can do!

We ask all parents to read with their children as often as possible. This includes reading stories to your child as this helps them to develop a love of reading and good story language, and it also develops their understanding.

Children who have stories shared with them often, and who are able to talk about and retell stories, have a brilliant starting place when it comes to writing. Reading also includes listening to your child read to you. Little and often is the key! Research has shown that children who read regularly at home for just 5-10 minutes a day, especially in the early years, grow into confident readers. We encourage all parents to set aside some time each day to enjoy reading together.

If you would like any advice or support with reading we are always happy to help.

In the Autumn term we will hold a reading and phonics workshops for parents, to give you hints and top tips in how you can support your child with their learning at home.



We also hold 'stay and play' sessions throughout the year, a chance for parents to come and play alongside their child in the classroom. During each term we will send home other learning activities, such as number games, handwriting activities or words to learn to read.

If you have any questions about how you can support your child there will be opportunities at our Parents Evenings to discuss this, and you can always have a word with your child's class teacher about this.



### **General information**

The school day starts at 8:45 am, when classroom doors will be opened for a 'soft opening' up to 9.00 am. The register is then called in the classroom. The register closes at 9.05 am in the classroom.

If children arrive after 9.00 am they will need to go to the school office, where they will receive a late mark.

### **Attendance**

It is very important that children attend school every day so that they can make good progress in their learning. It is very tricky for children when they miss days and need to try to catch up with their learning. As a school we really believe that every day counts and we do lots to encourage good attendance. If your child is unwell and, as a result, will be absent from school it is your responsibility to ring the school office that morning to inform us of the reason for absence every morning of illness.



## Behaviour for Learning

We believe that the most effective learning is achieved in a happy, calm and supportive environment. In order to develop and foster such an atmosphere we aim to be positive and consistent in all our relationships.

The school has developed a Behaviour Policy, which embodies our aims to encourage, praise and promote good behaviour.

We believe it is essential that children understand their role in caring for their learning environment in school and that they respect the values and school expectations.



Our 'LEARN' motto underpins school life:

Listen carefully

Everyone be kind

Always try our best

Respect everyone and everything

Never give up

Our School Expectations form part of our Behaviour Policy, 'Good to Be Green'. From time to time some incidents of poor behaviour may result in a school expectation being broken. All staff take a positive approach to dealing with such incidents and aim to develop the child's understanding of the mistake they have made and how it can be put right or avoided in the future.

## School Uniform

Our school uniform consists of:

- Grey school trousers for boys (grey school shorts can be worn in the warmer months)
- Grey school skirt, dress or trousers for girls (red/burgundy gingham dresses can be worn in the warmer months)
- White polo shirt
- Burgundy sweatshirt or cardigan with the school logo, or plain burgundy jumper or cardigan



- Black school shoes - not boots or trainers
- Coat appropriate for the time of year/weather
- Wellington boots (to remain in school)

PE is an important part of our school curriculum and the children take part in weekly sessions using the equipment in school.



Children need to bring a PE kit into school - this should stay in school each day, and should include:

- Plain white t-shirt
- Plain black shorts
- Trainers or plimsolls

Children will need to bring a book-bag to school each day for their reading book, any home learning activities and for letters. School jumpers, cardigans and book bags are available to purchase from Tots to Teams.

**Please ensure all children's clothes and belongings are clearly named with either labels that can be sewn or ironed in or with a fabric or marker pen.**

### **Lunchtimes**

Children in Reception, Year 1 and Year 2 - are now entitled to free school meals. The school kitchen cooks delicious and healthy school lunches each day. Children can choose from a meat option, vegetarian option or a baked potato.

Lunches are booked through the school grid system, which enables you to discuss with your child what they would prefer for lunch. If your child would prefer a packed lunch they can bring a healthy, nut-free lunch box to school. We do ask that children have healthy foods, so no fizzy drinks or sweets in their lunch box, please.



### **Snack time**

Children in all Infant classes are provided with a free healthy snack of fruit or sometimes vegetables, such as carrots, each day. Children are also entitled to free milk up to the age of 5.

Children have access to water and we encourage all children to drink plenty of water throughout the day.

### **Our door is always open...**

We have an open door policy in school, meaning that teachers are available for a quick word in the mornings and at the end of the day after they have seen the children out to their responsible adult. We encourage parents to discuss any questions or concerns that they may have about their child with their class teacher.



If you need to speak with the class teacher in greater depth you can make an appointment to speak with them directly or through the school office. Mrs Cape (Headteacher), Miss Lock (Deputy Headteacher) and Mrs Brogden (Early Years Leader), are also available to meet with you, and again you can arrange to do so via the school office.

### **Further Information**

For further information please visit the school website, ask to speak with the Early Years Team or contact the school office, who are always happy to help.