

Reception Parent Handbook

**Welcome Pakeman Primary School!**

We would like to warmly welcome you and your child to Pakeman Primary School. We hope that you will find the information in this pack useful to you. If you have any questions please do not hesitate to contact a member of staff.

**Pakeman reception team**

**Silver Class:**

Clare: Class Teacher

Lee: Nursery Nurse

**Crimson Class:**

Tara: Class Teacher

Jackie: Teaching Assistant

Vana: EYFS Teaching Assistant

Hana: Somali Bilingual Support

Sibel: Turkish Bilingual Support

**Home visits**

The settling in process begins with a home visit. This gives staff a chance to meet with you and your child in a setting where your child is confident and happy. It enables us to meet with you 1:1 and is a time for sharing information and building relationships between home and school.

Home visits last approximately 15 minutes and during this time we will talk with you and your child about your child’s interests and any important information that we need to know to help us plan for your child’s learning.

We carry out home visits in July. You will receive a letter at the tea party informing you of the date and time of the visit.

If you are unable to meet at the time we provide, please contact the school. Our telephone number is 0207 607 2575.



**Settling-in**

Our aim is for your child to settle gradually into their new school and to feel safe, confident and happy.When children who have not been to our nursery begin in Reception, we plan this as a gradual process. We work with you as much as we can to ensure that children develop a sense of trust and eventually, are happy to stay at school by themselves.

This is our settling in timetable:

* The day your child will begin is Thursday 6th September.
* For the first day, they will stay until 11.45am. This allows them to gain confidence, knowing they will be collected within the morning.
* On Friday 7th September, your child will stay until 12.30pm and will have lunch at school.
* If your child is settled, then on Monday 10th September they will stay for the full day (9am-3.30pm).

Some children can find lunchtime overwhelming, and may need to stay part-time until they are settled. In this situation, we will discuss this on an individual basis with parents/carers to decide what is best.

**Dropping off your child**

When bringing your child to school in the morning please come and join the line at the coloured fence in the reception playground. **Please stay with your child.** Your child’s teacher will be in the playground from 8.55 and lead the class in at 9am.

For the first half-term we ask that you come into the hall with your child when their class comes in and help them hang their things on their peg and see them safely into the classroom.

Later, once they are all settled and familiar with the routine the children will line up safely inside the coloured fence and be brought in by their teacher. You will be given more information about this near the time.

**Picking your child up**

We ask all parents to make sure that they are prompt in collecting their children at 3.30pm.

Children can only be collected by an adult or older sibling over the age of 14 who is known to the staff. Therefore, could you please ensure that the staff know if anyone other than yourself is going to collect your child, e.g. friend, grandparent.

**Attendance and punctuality**

It is very important that your child is on time and attends school every day unless they are too ill to do so. Good attendance enables your child to fully settle into school and reach their full potential.

All lateness/attendance is recorded and monitored by the school and the Education Welfare Officer.

**Absences**

Please ring the school office by 9.30am if you know your child is going to be absent (0207 607 2575) and bring in a note with your child on their first day back.

Authorisation for absence will not be given for outings, shopping trips or family visits. Holidays should be taken during the school breaks and not during term time. In exceptional circumstances permission may be sought from the headteacher and every case will be treated individually.

Medical appointments should be made out of school hours if at all possible. If your child has to see a doctor or dentist in school time they should attend school for as much of the day as possible. It is not permitted to take a whole day off school for a medical appointment unless the appointment lasts all day.

**Parent Contact Details**

It is vital that we have accurate telephone numbers for you in case we need to contact you. Please make sure that we have these and that you update us with any changes as necessary.

**School Uniform**

It is expected that children wear the correct school uniform. Pakeman uniform is available daily from the school office. Please make sure that clothing is marked with your child’s name! Reception children are expected to wear:

* navy blue Pakeman polo t-shirt
* navy blue Pakeman sweatshirt jumper
* black or grey skirt or trousers (nursery children are allowed to wear tracksuit bottoms)
* black or grey tights or socks
* appropriate footwear – trainers are fine, but no flip flops or shoes that are dangerous to run around in
* In the summer term black or grey shorts can be worn or a blue and white gingham dress
* Pakeman book bag
* PE kit: plain white polo t-shirt and black shorts or tracksuit bottoms



**Jewellery**

For safety reasons children are not permitted to wear jewellery at school. Plain stud earrings are allowed.

**What to bring to school**

* Pakeman book bag (available in school office)
* Spare set of clothes (these can be kept in a bag on your child’s peg and should be replaced if used)

All items that are brought in must be CLEARLY NAMED. We cannot be responsible for items that are lost or damaged.

**Snack**

We will provide your child with a healthy choice of snacks, milk and water. These will be offered mid-morning. Drinking water is available for your child within the classroom.

**Lunch**

All children will be provided with a free school meal. If you would like to provide your child with a packed lunch please ensure it does **not** contain any nuts, chocolate, full-fat crisps (baked/low fat options are allowed), sweets or fizzy drinks.



**Cooking Money**

In order to be able to carry out regular cooking activities we ask for a contribution of £2 per half-term for each child. You will receive text reminders when it is due. Please hand cooking money to a member of staff in your child’s class.

**Keeping up to date**

***Newsletter***

Each week you will receive a school newsletter. This will include news, updates and important dates so it important that you read it.

***School Website***

The school website is an excellent way to keep up to date with current topics and links and get information on ideas for how you can support learning at home.

***Class email address***

Each of the EYFS classes has their own email address. This is to enable parents and carers to share exciting news and photos. You may be asked at different points in the year to send some photos so that your child can share them with their classmates at news time.

**Home Reading**

Reading and sharing books with your child is one of the most important ways that you can help them learn. Even if your child is not yet reading, sharing books with them will help them to develop an understanding of reading and language.

Please take care of school books and return them to be changed every **Monday**, **Wednesday** and **Friday**.



**Homework**

Reception children will be given a home work activity once a week. These should be completed with an adult’s support. Please do not do your child’s homework for them.

The activity will be **given on a Friday** and should be **returned by Wednesday.**



**Contact details**

Pakeman Primary School

Hornsey Road

London

N7 6DU

Tel: 020 7607 2575

Fax: 020 7609 8147

Website: [www.pakemanprimary.co.uk](http://www.pakemanprimary.co.uk)

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