



Radley Primary School

Striving for excellence, in a vibrant, caring community

Windrush Class

Reception

Jesus said, I come to give life - life in all its fullness

John 10:10



Radley CE Primary School & Foundation Stage Unit

Telephone: 01235 520814
Email: office@radleyprimary.uk
Web: www.radleyprimary.uk
Headteacher: Mrs Claire Thomas BA(Hons) MEd

Church Road
Radley
Abingdon
Oxfordshire
OX14 3QF

Dear Parent,

We are very much looking forward to welcoming your child into our Reception class - Windrush.

Your child will be taught in our Foundation Stage which also includes our Nursery initially, however when our expansion is complete we will have our own classroom. Your child's class teacher is myself, Miss Caroline Luckraft, and the Teaching Assistants working in Foundation Stage are Vicky O'Connor and Sonya Paige, Claire Choroba, Sarah Langman and Julie Price.

I look forward to welcoming you to Radley Primary School; and to beginning the process for your child that will help to ensure a happy, successful start to school life.

Please do approach any of us working at Radley with any questions you have. However small your question may seem, we are here to help.

We look forward to beginning with you, the process that will help to ensure a happy, successful start to your child's time in the Foundation Stage.

With best wishes,

Caroline Luckraft

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OUR VISION STATEMENT

Jesus said, I come to give life - life in all its fullness

John 10:10

We aim for every child to achieve success to the best of their abilities in a welcoming hub of learning, providing a vibrant wealth of opportunities.

Christian values, principles and standards lie at the heart of our education, summarised in our over-arching values of

Relationships, Resilience and Respect.

AIMS

Our school will be a place where every child is valued and their individuality and achievements celebrated.

All children regardless of differences in race, gender and faith will be respected, and encouraged to become responsible global citizens.

Children will be encouraged to develop positive reflective attitudes that lead to high personal and academic standards.

Our positive approach to behaviour will ensure that all children are given the opportunity to work and play in an enabling, safe environment.

An atmosphere of openness, trust and respect will be encouraged between the children, their parents and the wider school community to foster good relationships and to the benefit of the children's education.

We aim to create a stimulating, learning environment that nurtures curiosity, resilience, enthusiasm, awareness and industry.

Term Dates

2022/2023

Autumn Term

Friday 2nd September	Staff Training Day (School closed)
Monday 5th September	Staff Training Day (School closed)
Tuesday 6th September	Autumn Term begins
Thursday 20th October	End of Half Term (Normal time)
Friday 21st October	Staff Training Day (School closed)

24th to 28th October *Half Term Holiday*

Monday 31st October	Back to school
Tuesday 20th December	End of Autumn Term (1.30pm)

Spring Term

Wednesday 4th January	Spring Term begins
Thursday 9th February	End of Half Term (Normal time)
Friday 10th February	Staff Training Day (School closed)

13th to 7th February *Half Term Holiday*

Monday 20th February	Back to school
Friday 31st March	End of Spring Term (1.30pm)

Summer Term

Monday 17th April	Summer Term begins
Monday 1st May	Bank Holiday: School closed
Friday 26th May	End of Half Term (Normal time)

29th May to 2nd June *Half Term Holiday*

Monday 5th June	Staff Training Day (School closed)
Tuesday 6th June	Back to school
Friday 21st July	End of Summer Term (1.30pm)

Our School Staff

Headteacher		Mrs Claire Thomas
School Business Manager		Mrs Jackie Crook
Foundation Unit		
Windrush Class	Year R N1 & N2 Nursery	Miss Caroline Luckraft Mrs Julie Price (Early Years Practitioner)
Cherwell Class	Key Stage One Years 1 & 2	Mrs Julie Ilsley & Mrs Helen McConaghy
Isis Class	Lower Key Stage 2 / Years 3 & 4	Mr Mark Wolstenholme & Mrs Anne Quigley
Thames Class	Upper Key Stage 2 / Years 5 & 6	Mrs Heather Sparks & Mr Mark Wolstenholme
Teaching Assistants		Mrs Sarah Bates Dr Claire Choroba Mrs Vicky Dobson Mrs Nicci Goddard Mrs Georgina Holt Mrs Sophie Johnson Mrs Sarah Langman Mrs Tina McClean Miss Vicky O'Connor Mrs Sonya Paige
Cleaners		Mrs Elaine Coles Mrs Alison Morbey

Our School Governors

Chair of Governors/Parent	Mr Gareth Mulcahy
Staff Governor/Head	Mrs Claire Thomas
Staff Governor/Teacher	Mr Mark Wolstenholme
Foundation Governors	Mrs Sue Sowden Rev Rob Glenny
Parent Governor	Mrs Miriam Sheridan
Co-opted Governors	Dr Ellie Ott Mr Dan Pullen Mrs Clare Sandford Mr Tim Stead Mrs Hannah Brierley
LA Governor	Mrs Jillian Ashton

Please ask at the school office if you need the contact details for any of the School Governors, or to see the minutes of the most recent Governing Body meeting.

Safeguarding Children Statement

All staff at Radley CE Primary School and Foundation Stage Unit are committed to the safety, welfare and well-being of all our pupils. We take our responsibilities towards the safeguarding of all the children in our care as paramount in the work we do.

You are very welcome to our school as a volunteer, and we recognise the important opportunities that children have when we are able to share the expertise and willingness of members of our community.

The designated person for Child Protection in this school is **Mrs Claire Thomas**, the Headteacher. **Mrs Julie Ilsley** and **Mrs Heather Sparks** are the deputy Designated Leads for Safeguarding. The Governor responsible for Safeguarding Children is **Sue Sowden** and her contact details are available from the office. Our Safeguarding Children Policy and Procedures are available from the Headteacher.

Timings of the School Day

Breakfast Club (additional charge)	8am
Doors open	9am
Lunchtime	12.00 – 1.00pm
Windrush Home Time	3pm

We have a Breakfast Club in school that operates from 8am each morning, at an additional charge. Please see page 21 for further details.

Coming into school

To bring your child into Windrush Class please wait in line and drop your child off at the school's office entrance, where an adult will meet your child.

Children should arrive no earlier than 9am. Please keep your child, and any of their younger siblings with you, should you arrive before

Children arriving after 9am should report to the Office, where they will be taken to their classroom. Children arriving after 9.20 am are marked as late, as this is the official time we close our registers each day.

Collecting Your Child

Please collect your child at 3pm at the end of the day. Please wait for the office door to be opened and children released. Please keep any younger children with you.

The Reception children will be inside the classroom and will be released to you by a member of staff. Once you have collected your child, please leave the school by the main gate.

Please only send one adult down to the door for collection to avoid congestion.

The School Day

Throughout the school day, children will be engaged in a variety of activities including phonics and maths sessions.

During free play children are able to choose the areas they would like to

explore and to move in and out of the Foundation Stage Unit and outdoor area freely. All areas are fully supervised.

There is no set break for Windrush children as they are engaged in a wide range of play activities which form learning experiences for them. During the summer months however, we take Reception children onto the school field for some break times in order to play with the older children and get to know their way round the larger playground. This forms part of our transition into Year 1.

Caring for your Child

Medicine in School

Inhalers

Should your child have an asthma inhaler, we can ensure this is taken. You will need to bring the inhaler in the original box and give to the school office. Please make sure the inhaler is in date and has your child's name on, and complete the relevant 'Medicine in School' form.

Antibiotics

If your child is taking antibiotics, these should be given outside the school day. Please remember that if your child is ill, then they should not be in school and that their absence will be authorised as 'illness'.

On-going Medical Conditions

If your child has an ongoing medical condition, please do arrange to speak to the class teacher about this and appropriate care and treatment.

First Aid

Many members of staff are First Aid trained and this includes Paediatric Emergency Aid. We will deal with minor injuries and administer first aid as necessary. If first aid is given, your child will receive an accident form. Please check in book bags each day to make sure these are seen. We will advise you of a bumped head during the school day by text message. In the event of a serious accident, or your child being taken ill, we will contact you straight away, and so ask that the contact details we hold for you in school are up to date.

Emergency Contact Details

Please ensure that you inform the school office if any of your details change, so that we can contact you in an emergency. Thank you.

Text messages are sent out to your child's first contact on their contact list. Please note that you cannot reply to these text messages!

Attendance

If your child is ill, then please telephone or email the school office before 9.30am on the morning of their first day's absence with details of their illness.

Full attendance is very important for your child's progress. The Local Authority expects all parents and carers to ensure their child attends school whenever possible, after their fifth birthday. Absence due to holidays in term time could hinder academic attainment as, if a child misses two weeks each year for

holidays, they will miss over 6 months education whilst they are of statutory school age.

The Headteacher is unable to grant any leave of absence during term time unless there are **exceptional circumstances**. Parents/carers should apply in writing to the Headteacher prior to the leave of absence for the period in question. The Headteacher will determine the number of days a child can be away from school, **if** the leave is granted. Parents/carers who remove their children from school without authorisation, or who do not return their child to school on the agreed date following an authorised period of leave of absence, may face a Penalty Notice Warning which could lead to a fine or prosecution.

Special Educational Needs (SEN)

Mrs Julie Ilesley is the school's Special Educational Needs Co-ordinator (SENCo). Please do get in touch with any questions.

Equal Opportunities

All children are included irrespective of their race, culture or religion, home language, family background, special educational needs, disability, gender or ability.

School Routines



Communication

We always encourage the children to put letters into their school bag. Please can you check your child's bag every night. Each child will also be given a home/school diary which you can write any questions for the class teacher or vice versa. If you have written in the home/school diary please place it in the box provided outside the FSU door.

We use a secure website called 'Tapestry' to record pupils' learning. All observations, photos and videos of your child are uploaded to Tapestry which you are then able to access from home. We also put updates about current planning and upcoming events on Tapestry so it is useful to check the site regularly.

Once a month a school newsletter is sent out to all parents via email. Paper copies are available on request from the school office. Letters from the Headteacher and the class teacher are also sent out to parents via email.

Our school website has copies of all recent newsletters and the calendar section details forthcoming events. In addition, there are photos and individual class pages which you may find useful.

Parents are welcome to speak to staff at any convenient time. Mrs Jackie Crook is the school administrator and will be your first point of contact when you ring the school.

Parent Consultation Evenings

Parents' evenings are held in October and in early March. Parents are asked to sign up online for a convenient appointment. We offer ten minute slots initially so that all parents can be seen.

If you would like to arrange a time outside the slots given, please speak to your child's teacher about this. We cannot guarantee many additional slots, but will do our best.

School Uniform

You can order school uniform directly from our supplier 'School Trends'. There are no minimum order quantities and your uniform will be delivered directly to your chosen address for a small charge. Delivery times are 14 days however during busy months (June, July, August and September) delivery can take up to 21 days.

To order school uniform

Please follow the link www.schooltrends.co.uk then search for our school on the homepage or find the school uniform link on our school web-site.

1. Enter our school postcode (OX14 3QF) into the "School postcode" box
2. Click the "FIND MY SCHOOL" button
3. Click on 'Radley CE Primary School' to go through to the ordering page

Other ordering information including sizes, delivery information and the returns procedure is also available online. Please note that the prices may have changed.

Book bags and PE bags are also available from School Trends.

Uniform:

Black shoes – these should be easy for your child to fasten independently.



White or grey socks.

Grey trousers



Grey skirt or pinafore dress



White polo shirt with school logo

School sweatshirt or cardigan with our Radley logo



In summer:

Grey shorts

White polo shirt school logo

Blue and white checked summer dress

Black, brown or white sandals



P.E.

Black shorts and a royal blue polo shirt with the school logo are worn for PE for boys and girls.



You will also need a drawstring PE bag which will contain these items and a pair of trainers for outdoor PE.



We ask that the PE kit should remain in school and be sent home termly for washing.

Book bags

Book bags are an ideal size for the purposes required.



All uniform should be clearly named and, if you choose to write on the label, please check after washing that the name is still visible.

Outdoors

Children need to explore and play outdoors. All areas of the curriculum can be covered outdoors! Our outdoor area is an excellent resource which provides a wonderful learning environment for the children to learn in. It includes quiet areas, areas for exploring the natural world, areas for large scale construction and for imaginary play.

We would like your help in enabling the children to use the outdoor environment at all times. Please bring into school:

- Wellies that can remain in school
- Waterproof coat (when required)
- Sun hat (when required)



Forest School

Forest School is the name for an approach to educating children in the outdoor environment. It has a strong emphasis on raising children's self-esteem and independence. An integral part of Forest School is that children experience the outdoors in all weathers (except in high winds and thunder storms). The learning is play-based and as far possible, child-initiated and child-led. Children in Reception will take part in Forest School one morning each week, led by a trained Forest School Leader.

We provide waterproof coats and trousers for the children. On sunny days children will need a sun hat and cream. Our school uniform is suitable to wear for the sessions, but please bear in mind your child may get muddy or dirty.

Trousers are ideal on Forest School days as some children don't like the feeling of the waterproof trousers on their bare legs.



Food in School

Drinks

Oxfordshire County Council provides daily milk free for four year olds. This ceases at the child's fifth birthday.

If you would like to continue with milk after this time please visit the Cool Milk website www.coolmilk.com to register your details.

If you do not wish your child to have 'school milk' then they may have water at snack time and throughout the day.

Snacks

Oxfordshire County Council provides free fruit and vegetables for all Reception children. This continues throughout Year One and Year Two.

Dinners

School dinners for Reception, Year One and Year Two children are currently government funded and therefore free of charge.

If you would like your child to have a school dinner you will need to pre-order their meals online using School Money www.eduspot.co.uk The registers are printed out every Friday morning ready for the following week therefore all meals need to be **booked at least one week in advance on the preceding Thursday**. Unfortunately, we are unable to provide a school dinner for your child if it has not been booked before Friday morning each week.

The children in Windrush Class eat in the hall and are supervised separately by a member of our staff. They are encouraged to eat as much as they are comfortable with. Please speak to Miss Luckraff or Mrs Thomas if you are concerned about any aspect of school food.

As a school we ask you to commit to healthy options for your child's packed lunches and snacks.

Birthdays

As a school we are committed to promoting healthy lifestyles, and would ask that you do not send sweets, chocolate or cake on your child's birthday.

The Curriculum: EYFS Profile

Children begin the Early Years Foundation Stage Curriculum from birth. The Reception Year at school is the final year of this stage. The Foundation Stage Curriculum is broken down by the Characteristics of Effective Learning and the seven areas of learning, which include:

Prime Areas

Personal, Social and Emotional Development

Physical Development

Communication and Language

Specific Areas

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

Characteristics of Effective Learning

Playing and exploring - engagement

Finding out and exploring

Playing with what they know

Being willing to 'have a go'

Active learning – motivation

Being involved and concentrating

Keeping trying

Enjoying and achieving what they set out to do

Creating and thinking critically – thinking

Having their own ideas

Making links

Choosing ways to do things

Active Learning

At Radley Primary School, we recognise the importance of play in the Early Years curriculum. Young children learn by interacting with their environment – people, materials, information. They want to discover how and why things happen. They learn through 'doing'. PLAY is an essential part of this learning experience.

However, this play is not just entertaining activities. It is well structured and planned to take account of the children's needs. Sometimes the children will choose their activity, sometimes it will be more structured, and sometimes they may play alone, other times in a group. All of the seven areas of learning can be accessed through 'play' activities.

Most importantly, 'PLAY' is about encouraging your child to think. To plan their activity, carry it out and then review it, asking important questions such as – What went well? What would I do differently next time? What shall I do next? This promotes higher order thinking skills that will completely revolutionise how your child copes with challenges in the future – whether in the classroom or in life.



EYFS Intention, Implementation and Impact

Intent

Our aim at Radley CE Primary School is to develop the full potential of every child academically, creatively, socially, and physically, whatever their ability, in a caring, Christian environment.

We endeavour to work co-operatively with parents and carers to make sure that information is shared for the benefit of the children in our care.

We aim to play an active part in our parish and to serve the community of Radley and beyond.

The curriculum will:

- Make the transition from home, Pre-Schools and Nurseries as smooth as possible.
- Develop a partnership between home and school.
- Ensure every child feels safe, happy, secure and valued within the school environment.
- Encourage the development of self-confidence, self-esteem and an eagerness to learn.
- Help children develop physically, spiritually, morally, culturally and academically through having rich, stimulating experiences.
- Support the development of attention skills and perseverance.
- Give opportunities for every child to make effective social relationships with other children and adults.
- Develop children's language and communication skills.
- Provide a degree of choice to help develop responsibility and independence appropriate to the particular child.
- Meet the on-going individual needs of children.

Implementation

- Children and parents are encouraged to visit school prior to the children starting school in September.
- The Early Years Foundation Stage Curriculum will be used to plan activities. The curriculum has been revised for 2021.
- Teacher assessment will be on-going and children's learning will be monitored through observations and discussion. Their achievements will be recorded throughout the year. Starting from September 2021, adults will carry out a baseline assessment on each child within 6 weeks of starting Reception. This is compulsory and will be implemented nationally. It will be used by the Government to look at progress between Reception and Year 6.
- The Foundation Stage Profile will be used to record progress and will be used as the basis for a report at the end of the Foundation Stage.
- Formal parent/teacher consultations will take place in the autumn and spring terms. Informal meetings are encouraged as and when the need arises.
- Where children are identified as needing extra support parents will be involved. Full discussion with families will take place around any procedures the school might suggest, such as placing their child on the Special Needs Register.
- Outside agencies (School Nurse, Speech Therapist, Educational Psychologist etc.) will be involved with teachers and parents when necessary.

Impact

Reception year children will receive an education suited to the needs of the individual child. Your child will be continuing their learning journey as they progress through Radley CE Primary School. The journey will be exciting, enjoyable, and challenging. This journey is strengthened and supported by the partnership between your child, you and the school, and we look forward to this beginning for your child at Radley Primary School.

Breakfast Club Information

The Breakfast Club runs from 8am, and takes place in the school hall. Children go straight from the Breakfast Club to their classes. Breakfast is part of the Club, and a breakfast of toast, cereals and a drink is provided.

The cost for each Breakfast Club session is £4.50 – with this charge remaining at £4.50 should a child come in part way through a session. There are various activities on offer at the Breakfast Club – construction toys, Lego, board games etc.

It is possible for your child to attend the Breakfast Club each morning, or on separate days during the week. If you wish your child to attend the Breakfast Club you will need to book and pay online using the new School Money system. **You will need to book at least 24 hours in advance.**

If you are interested in your child attending the Breakfast Club, please contact the school office first to see if a place is available. We will then add your child to our Breakfast Club register.

On arrival children attending the Breakfast Club should go to the main reception where you can ring the bell for attention. You will be welcomed by one of our staff members running the Breakfast Club – Claire Choroba or Vicky O'Connor.

Travelling to School

We actively encourage our pupils and staff to walk, scoot or cycle to school as they:

- keep us fit and healthy
- help our pupils develop road safety skills which will keep them safe as they travel further afield and more independently
- help keep our local air clean, and our streets free from congestion
- are life skills that everyone should be able to benefit from

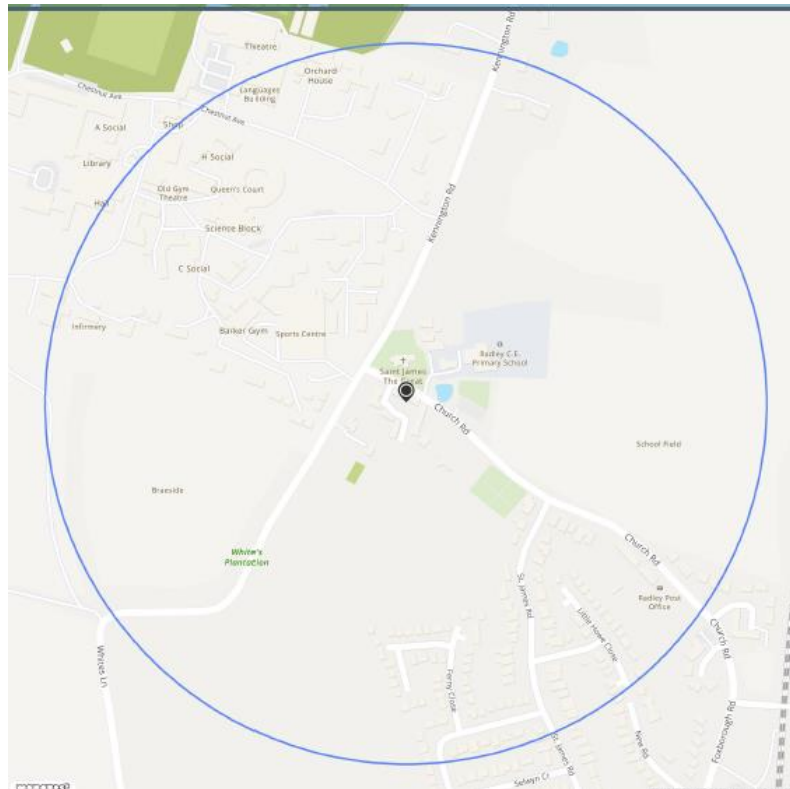
What we ask of parents

- Please encourage your child(ren) to walk, scoot or cycle to school whenever possible
- Ensure your child(ren) walk or ride sensibly and safely on the way to and from school, and to push bikes and scooters on school grounds and in the car park.
- Ensure that bicycles and scooters are roadworthy and properly maintained. If in doubt consult a qualified mechanic
- Providing your child(ren) with a helmet
- Ensure your child(ren) can be seen by fitting lights to their bike by supplying them with high-visibility clothing
- Ensure you have appropriate insurance cover for your child(ren)'s bicycle or scooter as the school is not liable for any loss or damage to cycles or scooters on the premises or being used on the way to or from school
- If you travel by bus, can you get off the bus at least two stops early and walk the last part of the journey?

We understand that sometimes there is no alternative to driving to school.

- Where a car must be used we ask parents to drive only part of the way, and drop their child(ren) off away from the school so that some of the journey can be walked or scooted
- We have a 5 / 10 minute walk zone we ask parents to park outside of the walk zone or at Radley College Sports Centre.

- If you do have to drive your child(ren) and stop in the near vicinity please do so legally, safely and with respect for our neighbours and local residents



It is not acceptable to park or wait on double yellow lines, on the school zigzags or across residential driveways for any period of time.

Please note that the decision on whether a child is competent to cycle or scoot to school is for the parent(s) or carer(s) to make. The school has no liability for any consequences arising from this decision.

What we ask of children

- Ask your parents if you can walk, scoot or cycle to school
- Behave in a way that shows you and the school in the best light whether walking, scooting, cycling or using public transport
- Ride or walk courteously, sensibly and safely on the way to and from school
- Push bikes and scooters in the car park and on school grounds
- Check that your bike or scooter is roadworthy and properly maintained
- Wear a helmet
- Make sure you can be seen by using lights in the dark or bad weather and by wearing high-visibility clothing
- Make sure you have a lock for your bike or scooter and that you use it

Pupil Premium and Free School Meals

If your child is eligible for 'free school meals' and you register them for this, the school will receive extra funding called 'pupil premium'. We use this extra money to improve the educational provision and resources at the school.

What is pupil premium funding?

Pupil premium funding from the government is given to schools to help pupils reach their full potential, regardless of their background or financial situation. It's provided for pupils who:

- Are registered for free school meals
- Have been registered for free school meals at any point in the past 6 years
- Are, or have been, in care
- Have parents in the armed forces

At Radley CE Primary School, we get an extra £1,345 for every eligible pupil who is registered for free school meals. This extra money could make a real difference to the quality of education we offer.

For example, we've previously used pupil premium funding for:

- Educational provision/resources
- Academic interventions

Is my child eligible for free school meals?

Your child might be eligible if you access:

- Income Support
- Income-based Jobseeker's Allowance
- Child Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit
- National Asylum Seekers Support
- Guaranteed Element of the State Pension Credit
- Employment and Support Allowance (income related)
- Universal Credit (income dependent)

Universal Infant Free School Meals

Currently, pupils in Reception, Year 1 and Year 2 are entitled to a free school meal thanks to a different government funding scheme known as universal

infant free school meals (UFSM). UFSM is different from a child being eligible for free school meals and the pupil premium.

If your child is in Reception, Year 1 or Year 2 and is eligible for free school meals according to the criteria, please still let us know (even though your child will be receiving a free school meal under the UFSM scheme), as this will allow the school to receive the extra pupil premium funding.

If you're eligible, but want your child to have packed lunches, please still let us know of your eligibility, because the school will receive the funding which can support your child in other ways. Thank you.

How do I register?

You only need to register once at the school. To register, please contact Mrs Jackie Crook in the school office.

More information

For more information about pupil premium go to our website, which contains details of how the pupil premium has been spent in the past academic year and how it will be spent this year.

If you have any questions or specific concerns, please contact Mrs Jackie Crook in the school office on 01235 520814 or email office@radleyprimary.uk

FoRPS (Friends)

We are very fortunate to receive fundraising and volunteer support from the Friends of Radley Primary School . Throughout the year there are events and activities for children and families and we hope that you will be able to support us in helping or attending such events.

Please do look out for information on this through the year, or contact the Friends directly for further information friendsofrps@outlook.com