



# Welcome!



## to Caversham Primary School

### Helpful Information

We have compiled this information sheet in the hope it will answer most of your questions, however, if you have further questions or concerns please feel free to send a message via the school office.

#### Arriving at school

School will start for Reception children between 8.40-8.50am. The children will be greeted by their class teachers at the classroom doors.

In order to ensure the safety of all children, if you arrive after the gates have been closed, please take your child to sign in at the office and they will be escorted down to the classroom by a member of the office team.

At home time, the Reception collection 'window' is from 3.10pm to 3:15pm from the same door that they use for arrival. Staff will need to make eye contact with parents before releasing each child- initially we shall be using a password system whilst we get to know you. Please ensure you give us a password to use on the Home/School Link Form. If you are running late, please contact the school office.

#### Staffing

Ducks class will be taught by Miss Marden and Mrs Calvin, and Doves class by Mrs Grashoff. They are supported by a team of Early Years Practitioners. The Early Years Practitioners (EYPs) work across both classes throughout the year. In addition to this, there is a class Teaching Assistant based in each class.

#### Routines

A class timetable will be sent home at the beginning of the year. During the school day, children will have access to our outdoor play area (for Reception use only), they will also have lots of play-based learning opportunities and take part in small group work with the class teacher and Early Years Practitioners.

#### Communication

The main channels of communication include weekly newsletters, Home/School books, email via the school office, face to face contact and parent meetings/workshops. You will receive a Home/School book when your child starts in September. (This is for Reception pupils only).

**Please ensure the office has your telephone and mobile number as well as your email address.** If your number changes, please inform the office immediately.

#### Book Bags

Please ensure that your child's bookbag is clearly named. Please do not attach any key rings as they do not fit in the children's drawers. Home/School books will be kept in book bags and checked every day for messages.

#### Snacks

As a Healthy School, pupils are encouraged to eat only fruit or vegetables for their snack at break time. The government free fruit/ vegetables are available during the afternoon. Please put snacks inside your child's book bag. Snacks should be sent loose or in small reusable/ recyclable bags in an effort to reduce waste. Please do not send in large snack pots such as banana and apple pots as these do not fit in the children's drawers. Please keep food portions manageable and remember that the school has a **NO NUTS** policy, this includes chocolate spread and *Nutella*. Sweets and chocolate are not permitted including chocolate cereal bars and biscuits.

#### Physical Education

On PE days, children will come to school wearing their PE kit. You will be notified which days are PE days at the beginning of the term. Your child will have an indoor and outdoor PE session each week. Please make sure all your child's clothing is clearly labelled with their name.

### On PE days your child will need to wear:

\*Trainers (Velcro- no laces please!)

\*Black shorts or jogging bottoms

\*Yellow PE top

\*CPS Sweatshirt

Earrings and other jewellery should not be worn for PE- parents are responsible for removing or covering jewellery on PE days. Medical tape is a handy way to cover earrings easily and children must arrive at school with medical tape on their ears on PE days (staff are unable to do this). Children wearing earrings must return a consent slip to the office **in addition** to covering them. Please be aware that if earrings are not covered, your child will be unable to take part in the PE session.

### Library

Once settled, the Reception children will have the opportunity to visit the school Library Bus once a week. They will choose a book which they can keep at home until the following week. A library day will be confirmed through the weekly newsletter during the autumn term.

### Homework

Regular homework is not given to Reception children however, once the children start to bring home reading books we would like them to be reading at home every day. Additionally, please feel free to read to your child at home to explore topics covered in class.

### Queries and Concerns

Please be aware that the beginning of the school day is very busy. If you have any queries or wish to discuss any concerns with the class teachers individually, please make a note in your child's Home/School book or make an appointment to see them through the school office.

### Required items

Your child will need their own wellies and a waterproof coat which must be kept at school. Please also send a small named reusable bottle each day.

**Please ensure all your child's belongings are clearly named** (Avoid writing in capital letters as it is very difficult for children to read their names).

Every child will have their own named peg where they will keep their raincoat and wellies. They will also have a labelled drawer to keep their book bags, snack and any crafty masterpieces made during the day!

### Parent Volunteers

If you would like to volunteer your time and skills in school and on school outings, you will need to have Advanced 'Disclosure and Barring Service' (DBS) clearance. DBS forms are available from the school office.

We will send out more information regarding parent volunteers during the autumn term.

### Parent Readers

We are very lucky to have a team of parent volunteers who come to school and hear our reception children read. This is a great opportunity for the children to show off their skills! If you would like to volunteer to read with children in the Reception classes, please mention it to your class teacher. More details will follow and a training session will take place before Parent Reading sessions begin after Christmas. Please be aware that Parent Readers will be required to have a DBS check which can be initiated by the school office.

### Breakfast and After School Club

Both clubs are available for Reception pupils but places are limited. If you would like more information, please look on our website where booking forms are available or contact Mrs Soo Musselwhite.

([Extendedschools@cavershamprimary.reading.sch.uk](mailto:Extendedschools@cavershamprimary.reading.sch.uk))

We look forward to meeting you!

Mrs Clare Jones-King and Mrs Jo Grover

Co-Headteachers