



Reception Handbook



*#Something
Brilliant*

2022-2023



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WELCOME TO DOLPHIN SCHOOL AND THE DIAMONDS' CLASS

We are looking forward to getting to know you and your child over the next few years. Beginning school is a new adventure for both you and your child. Everything is new - the children, the teacher, the environment and the routine. It can be a big step from nursery school or home to primary school, but our staff are on hand to help make this new phase in your child's life as enjoyable and easy as possible. For the first half of term, the most important step is settling in. The children will be introduced to the building, the playground, the new routines and expectations and, most importantly, their teacher and the other children in the class. Within a very short time, school will become a second home for your child. At Dolphin School, we believe in working closely with parents. You are welcome to speak with your child's Class Teacher about any concerns you have. Each child will be given a message book in which teachers and parents are able to communicate with each other on a regular basis. If you need further assistance with any issue, the Head Teacher and the Deputy Heads will be delighted to help.



THE FIRST DAY OF SCHOOL

In order to help your child settle into school on their first day, you will be given a specific arrival time. Children in Reception enter the school through the doors on Northcote Road. Each morning, the children are required to greet the member of staff on the door by saying, 'Good Morning' - followed by the staff member's name (if they can manage it!), but it doesn't matter what happens on the first morning! Your child's teacher will be waiting to greet your child downstairs. Each child will have a peg for their coat and bag, labelled with their name. There will be a place in the classroom for children to keep their water bottles.

During the initial settling-in period, the following timings will apply:

First day, the rest of that week and the following week:

Children go home each day at 12:45.

Arriving on time helps children to settle in more easily. If your child is upset when you leave, you are welcome to phone the office during the day and speak to the Receptionist to see how your child is doing. Please note that the teacher is unable to leave the class to take phone calls, but a message can be sent via the School Receptionist.



Starting school is the beginning of an exciting journey, and it is always amazing to see how quickly children settle into the Dolphin family. Within a very short time, each pupil becomes an irreplaceable member of the community. There is a lot of fun in store for your child, and a huge amount that they will learn and experience in the next 7 years! The journey starts right here!

THE DAILY ROUTINE

Usually, children arrive at school between 08:30 and 08:45. They greet the Head Teacher or a member of the Senior Team and say, 'Good Morning' (and the staff member's name) before making their way to the classroom. If you are late, you will need to report to the office to give a reason for the late arrival before your child goes to class.



Children will be taught the routine on the first day, and will be encouraged to organise themselves independently as much as possible. Message books will be read by the teacher during the day.

School timings for pick up at the end of the day:

15.25 with the option of 12.45 on Wednesday and Friday

At the end of the day, the Class Teacher will take the children to the Northcote Door where they will line up and wait to be dismissed. When you arrive to pick up your child, he or she will shake hands and say, 'Good Afternoon', before leaving with you. Could we please ask you to be prompt in picking up your children after school? Of course, sometimes things go wrong, so if you are running late, please phone the school in advance (at least 10 minutes before collection time). Children not collected by 12:55 or 15:35 will be taken to the office to await collection.



We can now offer 'Early Bird' drop off at 8.00 and the provision of After School Care until 17.00 or 18.00 by arrangement.

THE SCHOOL BOOK BAG

Your child will be given a book bag on the first day in which to keep their books. In the book bag will be: reading books, homework, messages and Memory Verse books. **Please check your child's book bag and message book each afternoon and empty out art work or leaflets.** Please ensure that all books that are necessary for the school day are sent in it.

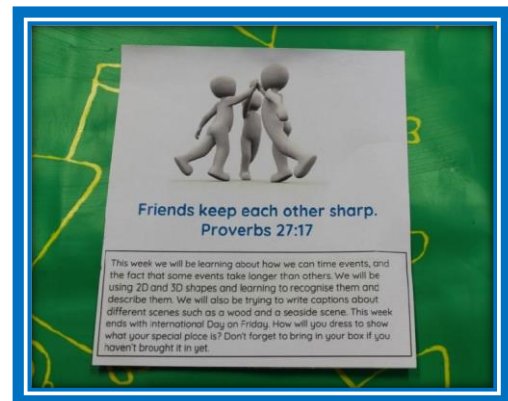


THE MESSAGE BOOK

The message book enables us to communicate more effectively with each other. It can be used for: arranging class teacher meetings or to inform us if a different adult is collecting your child (without this we cannot release your child to another person). To meet with the teacher, please write a note in the message book explaining the nature of your concern so that he/she can arrange to meet with you at a suitable time. If last-minute changes need to happen or you are held up for any reason, please ring the office on 0207 924 3472 ext 1 or email: receptionist@dolphinschool.org.uk as soon as possible during the day so that we can inform the teacher.

MEMORY VERSES

Your child will bring home a verse from the Bible to learn each week. Please help your child to learn the verse throughout the week. If you are feeling creative, you can help your child learn the memory verse by adding actions or tunes to the words. This will not only be more fun, but make learning easier!



PHYSICAL EDUCATION

P.E. is taught by a specialist teacher, either on the common or in the hall. The children will start to build a foundation for our school sports: dance, football, hockey, netball, tag rugby, cricket and athletics, and will also take part in gym lessons where they will learn to move their bodies with control and skill. Sports Clubs start in Year 1. Each child is required to wear the correct P.E. uniform as specified in the Uniform Policy. Please label every item of your child's clothing clearly for easy identification.



On P.E. days the reception class children (only) will come to school in full P.E. uniform and will stay in this kit all day. As the year progresses, they will come to school in their usual uniform and change into their PE kit in school. Parents will be informed when this change is to happen.

SNACKS

In our 'Healthy Eating' guidelines, we encourage every parent to make snacks and lunches as healthy as possible. The children have a snack and a drink of water before morning break. Snack recommendations: fresh fruit, dried fruit, breadsticks or a plain biscuit. Please do not include crisps, chocolate, sweets or nuts. We are a nut-free school due to serious allergies. Water is recommended as a drink not sugary drinks. Please send in a full water bottle each day as children are encouraged to drink as much water as possible. Bottles should be labelled clearly with your child's name. It is a great help to us if you only give your child food they like and are willing to eat.

BREAK TIMES

Reception children eat their lunch in the hall, and they play on the common on the equipment in the enclosed playground area where teachers and assistants supervise them. They sometimes join the rest of the school on the grassed area a little later in the year.



OUTDOOR LEARNING

As well as taking play equipment to the common, during afternoon playtimes, the Class Teacher works with small groups and sets them a challenge. These could include using natural materials to make shapes, making a repeating pattern using their own movements or counting the number of trees they can find and showing the answer on their fingers. The activities are short, fun and help children work together, appreciate the natural world and use their gross and fine motor skills. We often find that the children revisit the activities they have done with an adult, later on in the week on their own.



COMMUNICATION AND INFORMATION ABOUT SCHOOL LIFE

The 'Word on the Street' is sent by email each Thursday throughout the year. This is designed to keep families in touch with what is happening at school. Notices also go home at other times when necessary.



SCHOOL UNIFORM

John Lewis is our main supplier of uniform. If you are interested in purchasing second-hand uniform or have any other queries relating to uniform, please speak to the School Receptionist. It is essential that all items of clothing are clearly named. To help with easy identification, please attach a label on the blue fleece at the neck. A label sewn flat is ideal as it is long-lasting and clearly visible. Please provide some spare underwear and socks in case of accidents.

It is more economical to go straight into the winter uniform in September because, after Half-Term in October, winter uniform becomes compulsory. As children grow quickly, by the time they can wear their summer uniform again, it is often too small!



Uniform Dress Code:

First Half of Autumn Term: Full winter or summer uniform

Second Half of Autumn Term and Spring Term: Full winter uniform

First Half of Summer Term: Full winter or summer uniform

Second Half of Summer Term: Full summer Uniform

Please read through the Uniform Policy carefully and speak to the School Receptionist if you want to clarify anything in it. Children in Reception should have velcro on shoes rather than laces or buckles until they are able to do up their shoes independently. Please note that school shoes must be black or navy blue without any decoration and should be polished regularly. Please provide trainers with velcro also.



For Reception class (only) the uniform procedure will be as follows:

- In September on P.E. days – children to come in full P.E. uniform (shorts, polo shirt, long sleeved top, jogging trousers and P.E. socks), day shoes, blazer and fleece (if necessary). Children will stay in P.E. uniform all day. This changes, usually after half-term in the Spring Term.
- On non P.E. days – children to come in either full winter or full summer uniform (depending on the term), day shoes, blazer and fleece (if necessary). The P.E. bag should be kept at home to keep the P.E. uniform in.
- To keep at school – waterproof trousers and jacket (trousers to be worn for play when it is wet/windy/cold); trainers and wellington boots. Also, if needed, a spare pair of pants and jogging trousers if your child gets very cold.
- Everyday – the backpack is to be used for: bookbag, snack box, water bottle and other items, eg show and tell items.



SCHOOL ASSEMBLIES

The whole school meets for assembly at 11:15 on Friday mornings in the church. The week's memory verse is explored in a vibrant and interactive way, and there is worship and prayer. Reception children attend assembly after the Autumn half-term, when you are welcome to join. In addition on Monday, Tuesday, Wednesday and Thursday the children have "Relationship Time" with their Class Teacher.



MERIT BADGES AND CERTIFICATES



Each week, merits and certificates are given out to reward the children for their achievements during the week.

The children receive 'smiley faces' for a variety of reasons, such as completing a given task, listening to instructions and helping others or the teacher. Each day, smiley faces are awarded. At the end of the week, the child with the most smiley faces receives a Star of the Week certificate. Something Brilliant certificates are also handed out to children who have worked hard, been especially kind or achieved in a particular area.

VISITS TO THE CLASSROOM ON FRIDAY MORNINGS

We are keen for you to share the children's learning in the classroom on a Friday morning once they have settled in. Further details are published in the weekly Thursday letter.



SCHOOL HOUSES

There are four houses: Liddell (purple), named after Eric Liddell, the athlete of 'Chariots of Fire' fame; Aylward (yellow), named after Gladys Aylward, a famous missionary in China; Lewis (red), named after C.S Lewis the author and academic; Wesley (green), named after the Wesley brothers - of preaching and hymn-writing fame. Your child will stay in the same House for the duration of his/her stay at Dolphin School. If you have other children already in the school, your child will be assigned to their House. Pupils gain House points for sport, conduct, effort and so on. House cups are allocated at the end of each term, and are fiercely contested.



CHILDREN'S PROGRESS: PARENT-TEACHER MEETINGS AND REPORTS

Parent-Teacher Interviews are held twice a year. These will be held in November and March. The dates will be included on the school calendar, which is sent to families during the summer holidays. All parents are required to come to the interviews to keep abreast of their child's development. Twenty minute time slots are booked online, and appointments operate on a first-come first-served basis. At the Parent-Teacher Interview, teachers will discuss your child's progress and any concerns that they or you may have, as well as talking about the targets set for each pupil. We place a high value on relationships between school and home, and see these bi-annual meetings as vital. Annual school reports will include the seven areas of learning from the Foundation Stage curriculum.

RECEPTION TRIPS

In Reception, trips are linked to topics of study. You will be asked to sign a permission slip, to be kept in your child's file, which covers outings for the whole year.

Information will be sent home about each trip.



ABSENCE FROM SCHOOL

If your child is absent from school, please contact the School Receptionist on receptionist@dolphinschool.org.uk explaining the reason for the absence. If your child has vomited, had diarrhoea, or has had a fever, please do keep him/her at home for **48 hours**. This avoids the unnecessary spread of germs. If your child will be away from school for a medical appointment, you must submit a 'Request for Absence' [form](#) found online on the [website](#). This form will be handed to the Head Teacher for authorisation. Where there are exceptional circumstances which require extended absence, this form must be accompanied by a letter to the Head Teacher, giving details of your request. Please avoid taking your child out of school unless absolutely necessary. Authorised and unauthorised absences are recorded on your child's end of year report. Authorised absence means that the school has been contacted by the parents, a note explaining the absence has been received and the Head Teacher has approved the absence. Unauthorised absence is when no note or explanation has been received and/or permission for the absence has not been given by the Head Teacher. If your child is late to school, you are asked to see the School Receptionist who will record your child's name and reason in the school database.



AREAS OF LEARNING

The following areas act as a focus for learning in the Reception year:

- Personal, Social and Emotional development
- Communication and Language
- Literacy
- Mathematics
- Understanding the World
- Physical Development
- Expressive Arts and Design



We will be using the Early Years Foundation Stage Profile throughout the year; this extensive record collates information about which stage your child has reached in each area.

PHONICS

Pupils are taught the phonetic code used in our language, focusing on the sounds that letters represent, rather than on letter names. They learn how to listen for sounds in words, when writing, and how to blend sounds together to make words, when reading.



READING

In Reception, the children will focus on learning and reinforcing the sounds that letters make as well as blending sounds to read words. Reading books will be sent home on Mondays and Wednesdays. **Please read every day with your child.** One, two and three-letter sounds and some tricky words to learn by sight are sent home weekly. During the first few weeks of the Autumn Term, the books that go home will provide an opportunity for your child to develop story-telling skills which may be through wordless story books. These books will be complemented by reading books pitched at the child's level. Word books will be introduced once your child has developed the necessary skills. Reading practice will take place in the classroom where an adult will listen to your child's reading on an individual basis or in small groups. The message book doubles up as a home reading record. Please comment on your child's reading; it is lovely to hear about any discussions you have had about the story. Book bags need to come to school every day. The school utilises a variety of reading schemes, and the teacher will be happy to discuss these with you. Do also continue to read stories to your child as this encourages enthusiasm for reading.



WRITING

Children are taught the correct formation of letters, mark making and are trained in the correct pencil grip and writing posture. As they learn letter shapes they will be supported to form them correctly.



MATHEMATICS

There is a strong emphasis on practical work and the understanding of concepts, like numbers 1 – 20, shapes, patterns, money, time and different ways to measure. Quick mental recall of number facts is prioritised as a target in every class and acts as an essential springboard to more complicated work later on.