



Chaucer Primary School Fleetwood

Information for Reception Parents September 2023

Chaucer Road,
Fleetwood,
Lancashire
FY76QN
01253 873795

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A place for All Transforming Lives

Achieving Potential



Our school is a 'Values Led school' a place where all individuals are treated with respect and courtesy irrespective of their age, gender, race, nationality, cultural background or lifestyle. It is a school where all children are encouraged to strive to be the best that they can be, academically and personally, where the wellbeing of everyone is a priority.

Chaucer School is a learning community providing both challenge and enjoyment within a partnership of parents, family members and representatives of the local and wider community.

Welcome to Chaucer Primary School

We are delighted that you have chosen to send your child to Chaucer Primary School and we are looking forward to working with you and your child to ensure they are provided with the best opportunities to succeed. Pre-school visits are a vital part of ensuring your child's time at Chaucer is happy, secure and meaningful. We want your child to feel relaxed and eager to join us and also to become familiar with the building and the staff who will be working with them.

Our first meeting will provide an opportunity for parents to meet each other and find out a little bit more about our school. Mrs. Hargraves or Mrs. Brandes, our school secretaries, will need to check your child's birth certificate. We are legally bound to check this, so please don't forget to bring it in as soon as possible.

In your admission pack you will find a "Pupil Premium" form. We would like everyone to complete this. Although parents and carers no longer have to apply for free school meals in Foundation Stage and Key Stage One, if entitled, it is extremely important that the school know if you qualify. For each child who has an entitlement to free school meals, owing to their parents or carers qualification for certain benefits, the school receives over £1,300 per pupil. This enables us to provide additional resources for those pupils.

PRE-SCHOOL VISITS:

A letter will be sent out to you of possible dates to visit the school, Reception classes and your child's class teacher.

Transition meetings with your child's nursery will be arranged as well.



Early Days

Coming to school for the first time is an important step in the life of a 4 year old. We want everyone to feel secure and happy, personally and with others. We value the time we have to get to know each child, to talk with them and listen to what they have to say.

Most children have already had nursery or pre-school experiences and are usually more than ready to begin full-time learning. We intend for all children to start with us on a full time basis on the first day of term. This will help the children to settle quicker and allow the staff to get to know them better and to help teachers baseline the children more accurately. Parents will be notified of which class their child will be in during the summer term.

If, however, a parent or carer believes their child is not yet quite ready for full-time school we are happy to negotiate a short, phased entry into school in September. This could be suitable for a summer born child, one who has not had nursery or pre-school experience or a particular shy or nervous child who may take a little longer than others to adapt. If you are concerned that your child is going to take time to settle into school please speak to Jackie Willis, the Assistant Head in charge of early years.

Parents are most welcome to settle their children into the classroom. However, as they become increasingly confident we ask that parents encourage independence by allowing their children to come into school by themselves. At the end of each day the children will be brought to meet you in the playground.

We ask parents to wait in the playground by the inner gate to prevent congestion to the Reception classroom doors.

For safety reasons please let us know if a different adult is collecting your child. We will not allow your child to leave school with an adult not listed on your child's contact details.

Home Visits:

There will be an opportunity for parents to request a visit for those children who have not previously attended the Chaucer Nursery. This will give both children and parents an opportunity to meet school staff and discuss starting school in their own home. This is an opportunity to support your child by building a positive relationship with school staff. Please contact one of the reception teachers if you would like a home visit.

The Early Years

Reception Class 2023

The Early Years team work together across the setting ensuring all of the curriculum areas of learning are met through continuous provision and guided sessions. This allows young children to be provided with the most appropriate learning opportunities suitable for their stage of development and needs.

The Early Years Lead and Assistant Headteacher at Chaucer Primary School is Mrs Jackie Willis.



If your child is upset or worried at any time, please let us know, as soon as possible. Sometimes what appears to be an insignificant issue for an adult can be quite stressful for a young child. Do not think anything that might be affecting your child's happiness and welfare is not important enough to warrant speaking about it to the class teacher.

House Teams

All children will be allocated a 'house' which is part of the wider Chaucer family and include staff and children across the whole school. The Houses are Byron (green), Tennyson (red), Milton (blue) and Dryden (yellow). Younger siblings will join the same 'house' as older family members. Children can earn rewards for their "house" through good behaviour and working hard at school. Children also have opportunities to obtain "Star of the Week" certificates and other rewards for good behaviour and effort in school.

The Early Years Curriculum

The Foundation Stage is now a statutory stage of the National Curriculum in England alongside Key Stages 1 to 4.

There are seven areas of learning:

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



From September 2021 we have been using the new Early Years Foundation Stage Framework which promotes learning through play, but this play will be planned, structured and development focused at all times. The children will be provided with opportunities to explore their environment, develop their skills and most importantly enjoy their learning through “continuous provision”. Continuous Provision allows children

opportunities to develop and demonstrate their learning through practical, independent activities.

To find out more about the new Early Years Foundation Stage Framework take a look at the link below... -

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

The outdoor curriculum and play times are an important part of the day and your child's learning. Please ensure that your child has suitable outdoor clothing as we will be encouraging them to work and play outside in all but the very worst weather.



In our outdoor learning the children will be developing their personal and social skills including speaking and listening, cooperating, collaboration with others. The children explore the outdoors by building dens, exploring the environment, large movement play and creative and imaginative play.



Working in partnership with parents is important to us, all contributions parents and carers make to the learning and development of their child is welcomed and encouraged.

At Chaucer Primary School our aim is:

- ★ promote home /school relations for parents and child;
- ★ to support your mutual interest in school with other parents;
- ★ to keep you fully informed about your child's progress on a regular basis;

- ★ to offer you access to our resources to share with your child on the premises
- ★ to support parental opportunities in school



The Holiday List

AUTUMN TERM 2023

School re-opens: Monday 4th September 2023

School closes: Friday 20th October 2023

School opens: Monday 30th October 2023

School closes: Thursday 23rd November 2023

School opens: Monday 27th November 2023

School closes: Friday 22nd December 2023

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SPRING TERM 2024

School re-opens: Monday 8th January 2024

School closes: Friday 9th February 2024

School opens: Monday 19th February 2024

School closes: Thursday 28th March 2024

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SUMMER TERM 2024

School re-opens: Monday 15th April 2024

School closes: Friday 3rd May 2024

School opens: Tuesday 7th May 2024

School closes: Friday 24th May 2024

School opens: Wednesday 5th June 2024

School closes: Friday 19th July 2024

Inset days:

Friday 1st September 2023

Friday 24th November 2023

Monday 3rd June 2024

Tuesday 4th June 2024

Monday 22nd July 2024

Lunch Times

At lunch time your child will be entitled to a school meal, without charge, which is cooked in our school kitchen or they may bring a packed lunch. During lunch times children are supervised by our welfare staff and teaching assistants.



The dining room is a family dining space which allows children to sit in small groups and enjoy their lunch.

The school belongs to the “Healthy Schools Programme” and encourages children to eat healthily and sensibly. Please ensure that if you are providing food for your child at lunch time it is healthy and nutritious.

Children can choose their lunchtime meals on the day from the range of fresh and healthy meals that are cooked by the school cook. There is always fresh fruit and salad, homemade bread and locally produced yogurt available daily.



Milk is available for all children in Reception and KS1. If your child is entitled to Pupil Premium there is no cost to yourself. Parents who are not entitled can pay, if they wish so. This is subsidised by the EU and provided by Cool Milk at approximately £14:00 per term. This is payable directly to Cool Milk at the beginning of each term. We will provide you with the information about applying and paying for milk if you wish to use this service.

Early Years and KS1 children are also provided with a portion of fruit each day. This is free of charge.

Supporting your child's learning at home

Your child's first year in school is both an exciting and sometimes worrying time. They will be involved in many new learning activities. As a parent, there are few better feelings than listening to your child read for the first time or watching them write their name on their own.

It is a fact that children learn most during their first years in school and there are many ways in which we can work together to help your child.

Communication, Language and Literacy

★ Please find time to regularly sit and share a book with your child, discussing the pictures, showing them how to turn the pages from right to left, read from top to bottom and follow the words on a page from left to right. At first encourage your child to retell the story through the pictures. Point to the words when you are reading the book and your child will soon learn that the words have meaning.

★ Try to provide opportunities for your child to write at home, encouraging them to hold their pencil correctly. If you do want to help your child write their name PLEASE only use a capital letter at the beginning of the name, use letter sounds, and ensure they form their letters correctly.

★ Say and sing common nursery rhymes and songs together.

★ You will also find in this booklet a copy of the alphabet we teach and how children should be taught to write each letter. This will help them later when they begin to write letters, words and eventually write in a joined script. The sheet shows how lower and upper case letters should be written with variations for right and left handed children.



There will be a reading and literacy meeting during the Autumn Term.

Mathematical Development

You can help your child in many simple ways.

- ★ Count the steps as you walk up a flight of stairs; look for different colour cars, discuss shapes of packages when shopping. These are all great mathematical activities that will help your child learn. Simply include maths into every part of your child's life.
- ★ Play games such as snap, dominoes and snakes and ladders.



Other Activities:

★ Although potentially messy, encourage your child to use different materials at home e.g. crayons, chinks, paint, scissors and glue.

★ Take interest in what your child has been doing during the day. Don't be surprised if they think they have been playing all day!



This is a very exciting time for all concerned and we want to give the best possible start to your child's education that we can.

We are looking forward to working with you and your child and involving you in every step of their learning



Timetable for the day

USEFUL TIMES TO REMEMBER

Breakfast Café (Book through Scopay At £1 cost)	Opens from 8am -
Children enter class	8:45 a.m.
Teaching commences	8:50 a.m.
Lunchtime	11:30 a.m. to 12:30 p.m.
Home Time	3.15 p.m.



Clothing

GETTING CHANGED:

Dressing and undressing is a difficult task for Reception children. Little hands find it hard to fasten buttons and shoe laces and tackle the problem of a jumper which is inside out. It would help your child to feel a sense of independence and achievement if you could let them get into the habit of dressing themselves during the summer holiday period, so they have the confidence, to at least, have a go when coming to school in September. Reception children are so proud of tackling their own clothes by themselves.

LABELS: Could we please ask you to clearly label every item of clothing before coming to school. When a jumper or a coat is found, it can be returned to its owner immediately, if it is labelled. If it is not, it is put into lost property and may remain there for weeks, as many children are not able to recognise their own clothes amongst many similar items.

SHOES: To further help your child achieve a sense of independence, could we ask you to buy black shoes with buckles or velcro and leave those with laces until your child is older. Trainers should not be bought for general school wear. Names in shoes and pumps would also be a great help.

BAGS: Please do not send any large bags into school. We just do not have enough room for them on our coat hooks. Soft, draw string bags are ideal. P.E bags and reading bags are available to purchase from school. These are ideal for keeping reading books and home-school diaries safe. All our new Reception children will be issued with a reading bag free of charge.

MOBILE PHONES: Parents are kindly requested to respect our policy on use of mobile phones on the premises. Pupils are not allowed mobile phones in class.

PHOTOGRAPHS: Only authorised photographs may be taken in school. Where permission is given for parents to take photographs in school e.g. children's nativity and other performances we respectfully ask that they are not posted on social networking sites. Some parents have requested that images of their children are not shared through the media and we must respect these parents' wishes.

Uniform

Pupils

School logo black cardigan or jumper.

White blouse or shirt with collar

Yellow and black striped tie

Dark grey/charcoal skirt, trousers or pinafore dress

Black/Grey/White socks or tights

Black sensible school shoes



PE. Equipment:

P.E. Bag / Black shorts / Yellow T-shirt / Black slip-on pumps / White socks.

The main items of uniform are available from school and S & P Separates.



Most other non-specific items of uniform can be purchased cheaply from local retailers in town.



READING BAGS: Reading bags which are suitable for the children to carry reading books and other small school items. Children in Reception will be provided with a free reading bag within their first few weeks of school, replacement bags thereafter are available to purchase from the school office for £7.00.

JEWELLERY: Jewellery is not allowed in school as young children tend to lose things easily and can be a health and safety hazard. If your child has pierced ears they may wear small studs which must be removed for P.E. Teachers are NOT allowed to remove or replace earrings and cannot be held responsible if they are lost. It would help greatly if parents removed them at home on PE days. Learning to tell the time is an important part of growing up. Children are allowed to wear sensible watches in school once they are beginning to master the skill of telling the time and are able to take responsibility for looking after their watches. Up until that time watches should not be worn.

Behaviour at school

At Chaucer School we have high expectations of behaviour. Children need to arrive at school with a positive attitude and be respectful to staff and other pupils. We have a low tolerance of aggression, the use of inappropriate language, failure to comply with reasonable requests or any form of behaviour that adversely affects the learning, happiness or welfare of others.

We have a policy that seeks to reward and value good manners and attitudes.



Attendance and Health

All children will inevitably have some time off school due to one illness or another. When your child is ill, please telephone the school before 8.55am on **01253 873795**, or notify us of your child's illness via Parent App, so that the class teacher may be informed. Please follow this with a note or letter of explanation when your child returns to school. Your child's absence will then be recorded as "**authorised**". Failure to notify school of an absence may result in a home visit being carried out, or their absence marked as unauthorised.

It is also important that your child arrives at school on time. Lateness is disruptive to all the children in the class, not only for the one who arrives late. Lateness on a regular basis or lateness after the registers have closed will mean a child being recorded as having an "**unauthorised**" absence for that session.

Wherever possible please arrange medical appointments (check-ups, dental appointments etc.) out of school time. If they do have an appointment during school time, please bring in proof of appointment to the office.

It is important that family holidays are taken during the school holiday periods. As of the 1st September 2013, Headteachers cannot authorise any leave of absence during term time for holidays from school unless there are exceptional circumstances to warrant the granting of leave. This is due to the Government amending key legislation relating to the authorised leave of absence for school children. Our School attendance target is 96%. If your child is off for 2 weeks for a family holiday the highest they can achieve is 94.7%.

Penalty Notices are charged at £120 per parent, per child and are payable within 28 days. (They are payable at the reduced rate of £60, if paid within 21 days).

Failure to pay a Penalty Notice could result in legal proceedings being taken against you. This may result in a criminal record.

Although the cost of holidays is usually greater at these times, missed schooling is very difficult to make up for and may lead to a child being severely disadvantaged in their

learning. Holidays taken in term time will usually be unauthorised and will incur penalty fines.

The school works closely with the Educational Welfare Service to ensure that Chaucer pupils attend school regularly.

MEDICALS/SCREENING: Parents will be given a 'Health Information Booklet' which includes a medical consent form which you are requested to sign giving permission for your child to have the usual height, weight and vision screening tests during their first year at school. Parents are also requested to complete a health questionnaire and this may result in a school doctor assessment for some children. During subsequent years, reviews are made of any children who have had problems highlighted by previous medicals.

Hearing tests will be carried out during your child's second year at school. You will be informed at the time by letter. There are no regular visits by a school dentist and school nurses no longer inspect for head lice. It is the responsibility of parents to ensure good oral health and hair hygiene is maintained.

Please note that owing to Health and Safety considerations we cannot administer any routine medicine/tablets to your child in school. Special arrangements may be made for children who suffer with chronic conditions.

If your child is asthmatic please provide a clearly named, up to date, inhaler which can be kept in school and complete the relevant health form. If the asthma is mild we still request that an inhaler is provided as new environments can trigger an asthmatic episode.

If your child is taken ill whilst at school or is involved in an accident, we will get in touch with you or the emergency contact as indicated on the Emergency Contact Form. Please try to include at least one landline number as mobiles can easily be turned off, need recharging or be out of credit.

It is vital these details are kept up-to-date so please inform the school immediately of any changes of telephone numbers or emergency contacts etc.

Children with Additional Needs

Chaucer Primary School has a Special Needs Coordinator, Miss Catherine Lea, in order to ensure inclusion is at the heart of the school. Our priority is to make sure that children experience high quality teaching in the classroom, adapted to different levels of ability and style.

In discussion with class teachers and parents some children are placed on our additional needs register and additional support is then allocated to those children in order to support their learning. Sometimes children have greater needs and external agencies such as an Educational Psychologist, speech therapist may be involved. When we seek the involvement and support of external agencies we will always fully involve the parents from an early stage, all adults working with the child will meet for annual and where necessary, termly reviews in order to make sure we are getting it right.

School Policies

If you require further information or would like to read our policies, please ask or check our school's website.

Some of our policies available:

- Attendance Policy
- Medical Policy
- Anti-Bullying Policy
- Equalities Policy
- Child Protection Policy
- Online Safety Policy
- Health & Safety Policy
- Complaints Procedure
- Health and Safety Policy

Further information can be found on our website at:

<http://www.chaucer.lancs.sch.uk>

Learning is very fun at Chaucer Primary School

