

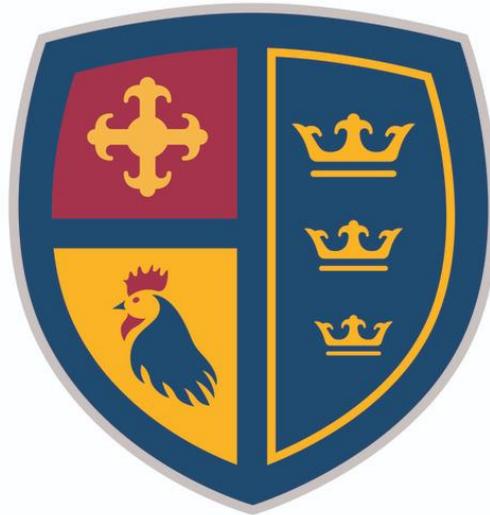


HULL COLLEGIATE SCHOOL

Independent Education 3 – 18 Years

Preparatory School Handbook

Year: Reception



**Welcome to
Hull Collegiate School
Reception**



Hull Collegiate School "I CARE" Core Values

Innovation

seeking ways to grow our enquiring minds

Confidence

developing our confidence through learning and co-curricular activities

Aspiration

preparing for the future and seizing every opportunity

Respect

caring for others and ourselves

Enthusiasm

readily embracing new challenges

Term Dates – Michaelmas 2020

Important Dates	Details of events
Thursday 3 September 2020	Reception transition familiarisation visits
Friday 4 September 2020	9.00 First day of term for Reception pupils
Monday 7 September 2020	Reception pupils 8.45-8.55 start
Friday 16 October 2020	Break up for Half Term holiday
Monday 2 November 2020	Return to school
Wednesday 16 December 2020	End of Term
Wednesday 6 January 2021	First day of Lent term



My first day in Reception

A Warm Welcome

We are a happy, friendly school. We pride ourselves on giving a warm welcome and provide a slightly later start for Reception pupils on their first day, to support a calm and comfortable transition into school.

Arrival and Going Home

Drop Off Procedures:

Friday 4 September 2020 (First Day of Term for Reception Pupils): Please bring your Reception child to the Pre-Prep door at **09.00**.

From Monday 7 September 2020:

Please bring your child to the Pre-Prep door between 08.45 and 08.55, unless you have previously booked Early Morning Care via Mrs Maltby.

Just a reminder that our lessons begin at 08.55, so please ensure that your child is at school by this time. The Reception entrance door is closed from 08.55 to enable our staff to begin teaching. Pupils arriving late should be brought to the Prep Admin desk to be registered as late.

Pick Up Procedures:

Please collect your Reception child from the Pre-Prep door at 15.20, unless you have previously booked After School care via Mrs Maltby.

First day checklist of essentials:

- ✓ **Water:** please bring a named drinking bottle full of water as we encourage children to keep hydrated throughout the day (no juice please, as drinking juice throughout the day can cause tooth decay). All Reception pupil meals and snacks will be provided by the school catering team. Please share details of any food allergies or specific dietary requirements with your child's class teacher, who will put you in contact with the school catering team if this is deemed to be useful.
- ✓ **Outdoor clothing:** the school coat should be brought every day. In addition, a pair of blue waterproof trousers and wellington boots are needed every day which can be kept in the cloakroom (boot bags are available from the school uniform shop, and all items should be clearly named).
- ✓ **School Bag** (clearly named)

No mobile phones or toys, please – unless travelling home by school bus. Please speak to your Reception class teacher to make appropriate arrangements, if this is the case.



Checklist of essential uniform

A detailed uniform list and purchasing details can be found on the School website. The winter uniform is worn between October and April, depending on the weather. Please CLEARLY name ALL clothing, items will inevitably be misplaced as children are learning to be increasingly responsible for their clothes & equipment and naming items means that we are able to return them to their correct owners.

- ✓ **Shoes** (smart, black) are worn indoors and boots/sturdy trainers outdoors.
- ✓ **Hair** should be kept tidy and away from the face. It should be of a respectable style, of a natural colour with no extremes of fashion. Long hair should be tied back with a hair band, slide or bobble in HCS school colours – navy-blue or maroon.
- ✓ **Jewellery** should not be worn in school (except in exceptional circumstances.) Only discreet, stud-type earrings are acceptable and must be removed for sports activities.
- ✓ **Mondays** are currently planned as our PE and Forest School days. In order to support us in our endeavours to reduce the risk of COVID-19 infection, please ensure that your child comes to school on Mondays wearing their PE kit (white school T-shirt, navy shorts, white sports socks and trainers, with their school hoody and navy joggers worn over the top. The school coat, waterproof trousers and wellington boots are also essential equipment for Forest School.

Early Morning and After School Care

Early Morning and After School Care is currently available within our Foundation Stage “bubble”. Sessions are available from 07.30 (with breakfast) and 08.00 (without breakfast) and from 15.20 up to 18.00 (with tea). Places are limited and must be booked in advance, for staffing and catering purposes. Please contact Mrs Maltby for further details.

Parking

Parents are kindly asked to park in the school’s main car parks. A barrier is in place between 08:15 and 16:15 at the front of the School as this area is primarily a staff car park. In respect of our local community, please do not park in the public streets around the School.



Parent Communication

Our School Website

You can log onto our school website to keep up to date with our school news.

<http://www.hullcollegiateschool.co.uk>

Twitter

We tweet regularly to keep you up to date with what your children are experiencing whilst at school. Children can often be relied upon to give the answer “nothing” or “just playing” when asked what they have been up to all day and hopefully these tweets dispel that myth!

[@HCS_Reception](https://twitter.com/HCS_Reception)

Facebook

School notices and information can also be found on our regular Facebook updates.

[@hullcollegiateschool](https://www.facebook.com/hullcollegiateschool)

How to Contact Us

Main School Reception: 01482 657016

Preparatory School Office: 01482 652172
Diane.Fawcett-Ward@hullcollegiateschool.co.uk
Open from 08:00 to 16:00 each day

For reporting absences please call the Preparatory School Office: telephone 01482 652172 or text: 07581 992822.



Who should be contacted for academic or pastoral queries?

Your child's class teacher is your first point of contact for all messages. The teacher monitors your child's academic and pastoral well-being, and you should talk to him or her first with any concerns or queries.

Class teacher emails:

Reception Dyson: Mark.Dyson@hullcollegiateschool.co.uk

Reception Maltby: Janet.Maltby@hullcollegiateschool.co.uk

Who should be contacted for further concerns?

We urge parents to contact the class teacher in the first instance for all matters regarding their child. However, if a class teacher is unable to answer your query, the phase leader could be called upon to help. Mrs Maltby is the Foundation stage Coordinator and can be contacted on the email below. Alternatively, you can contact the Preparatory School Office to arrange a telephone call or appointment with Mrs Maltby.

Janet.Maltby@hullcollegiateschool.co.uk

Parent Portal – The Hub

All parents have access to The Hub. This has information regarding your child's timetable, attendance, homework and much more. You will receive your log in details on enrolment.

Newsletters and Communication

Wherever possible, we communicate by text and email. Weekly bulletins are emailed to parents each Friday during term time. They contain details on forthcoming events, information and weekly lunch menus.

Absences

Please make every effort to avoid taking your child out of school. To request a leave of absence in exceptional circumstances, please request a form from the Prep Office. Other than for medical reasons, external examinations, performances and auditions, leave of absence is not generally authorised.



First Aid, Medication and Illness

We have a full-time First Aider and other staff are also trained in Paediatric First Aid. All accidents are recorded, and parents are informed of any head injuries which occur during the school day. Minor ailments will be treated in School; however, major problems will be reported immediately to parents.

Children should remain at home if they are ill. A child should not be sent to school unless they are healthy enough to go outside to play and take part in all lessons. If your child is unwell, please call or text the school office so we can amend our registration and we do not contact you unnecessarily. Registers are taken at 08:55 every morning.

Please keep us informed about any health problems concerning your child. If your child needs prescribed medication during the day, you will need to complete a Pupil Medication Request form with clear instructions and hand this, along with the clearly named medication, to the Prep School office or the First Aider in the First Aid Room. Parents should ensure that the First Aider or class teacher is given clearly labelled inhalers, Epipens or similar for those children who require them.

COVID-19 and MIS-C

No one with symptoms of COVID-19 or MIS-C should attend school for any reason. Symptoms include fever, cough or chest tightness, fatigue, myalgia (muscle aches or pains), dyspnoea (difficult or laboured breathing), loss or change to smell or taste, sore throat, headache, chills, stomach ache, vomiting or diarrhoea, rash, conjunctivitis or swollen lymph nodes in the neck. Any child exhibiting any of these symptoms should be kept at home, the school immediately informed and NHS guidance on testing should be followed.

Safeguarding

For all safeguarding concerns and queries, please contact Mrs Smith, Deputy Head either through the Prep Office or email:

carrie.smith@hullcollegiateschool.co.uk

Please find below details of the emergency procedure that we would follow to ensure your child's safety and wellbeing, in the highly unlikely event that an emergency or disaster should prevent you from collecting them at the end of the day. Do rest assured that, should such a situation occur, our major priorities would be caring for your child and making contact with you.



Procedure carried out by the school in the event of a parent or carer failing to collect a school-aged child at the end of school:

A member of staff will remain with the child and ask the office staff to contact the parents/carers using the Emergency Contact numbers supplied to the school. If the named adult has not collected the child by 16.00, the child will be escorted to After School Care and these staff will either be informed of the named person due to collect the child, or will continue to attempt to make telephone contact as above. If no contact has been made by 18.00, Social Services will be contacted and appraised of the situation and the child will be supervised by a member of the After School Care staff until either a member of the Social Services team, or the named adult arrives to take over care of the child.

Reporting to Parents

Interim reports are written by class teachers at the end of the Michaelmas and Lent terms. A full report is provided at the end of the academic year, providing parents with a summary of their child's achievements in all aspects of school life over the course of the year.

Parent consultation meetings

Parents are invited to meet staff to discuss their child's progress in the Michaelmas Term and in the Lent Term.

If parents are concerned about their child at any other time, they are welcome to seek an appointment with the class teacher or Phase Leader at the earliest opportunity.

Co-curricular Opportunities

Clubs

The current club offer has been somewhat curtailed, due to health and safety requirements as a result of the Coronavirus (COVID-19) outbreak. Details on clubs will be issued as circumstances allow.



Academic Information

Reception Topic Overview

In the first term of Reception, we will be focusing on the topic “Why am I a superhero?”. Following on from this we will be moving on to activities and experiences based around Autumn and Winter Festivals from a range of cultures.

We will be focusing initially on the “Supertato” stories and the book: “The Best Part of Me”, before moving on to a range of seasonal and festive stories. We will be learning, retelling, recording and innovating stories, using a variety of literacy, drama and creative formats. As well as developing our knowledge of topic-themed and high frequency words, we will be building on our current phonic knowledge, progressing from oral blending to linking sounds and letters for simple writing as we take part in reading and phonic games and activities and complete our weekly diaries.

Using Numicon and similar related activities, we will be recognising, ordering, using and manipulating numbers to 10 and beyond, as well as deepening our understanding of the relationship between a group of objects and their number. We will be working at developing our speed and confidence in adding and subtracting single digit numbers by counting on and back, as well as studying patterns, size, weight, capacity and time.

We will be experiencing and developing a range of Design Technology skills, including using different techniques for cutting and fastening materials, as well as studying shape, colour and tone using a range of different media. We will be investigating the importance of health and hygiene and exploring weighing out and measuring, mixing, stirring and kneading. We will also be learning how to cut up vegetables safely using knives and studying the effects of heat on different ingredients.

In our formal PE lessons, we will be focusing on balance and coordination activities including moving over, across, through and around large-scale gymnastic apparatus. In Forest School activities, we will be learning how to use tools and equipment safely, as well as exploring the effects of seasonal changes on the natural environment. PE and Forest School sessions will take place on Mondays; therefore, your child should come to school wearing their PE kit on Monday mornings.

In our Modern Foreign Languages and Cultural Awareness sessions we will be investigating and discussing the differing characteristics of local, national and European maps and satellite images, before learning about aspects of life 100 years ago. During the second half of the term we will be finding out about a range of autumn and winter festival customs.



Homework

In addition to home reading, Reception pupils will receive a weekly homework sheet, accessible via the parent Portal on the HCS Hub, containing optional tasks.

We value, support and welcome active co-operation between home and school. Through our homework policy, we aim to:

- * ensure consistency of approach throughout the school
- * ensure progression towards independence and individual responsibility
- * ensure parents/carers have a clear understanding about expectations from themselves and their child/ren
- * extend and support the learning experience through reinforcement and revision
- * provide opportunities for parents, pupils and school to work in partnership
- * encourage children to develop long term strategies for future needs
- * prepare children for their next phase of the school.

We recognise that the time allocated for homework activities and the scope of activities set will be different for each individual child and will change as children grow older or due to individual circumstances.

Reading

We recognise that reading is one of the core skills of a child's learning. We aim to promote reading and a love of books. Regular reading activities and the sharing of stories, books and words are essential homework activities that we strongly encourage every day (at least four times each week).

The Teaching of Synthetic Phonics

Phonics is the teaching of reading by training the learner to associate individual letters with their sound values. We teach phonics as a principle decoding strategy until we are familiar with reading lots of words by sight recognition alone.

The English writing system is alphabetic, consisting of 26 individual letters. Beginner readers are taught how the letters of the alphabet (Graphemes), singly or in combination, represent the sounds (Phonemes) of spoken language (Grapheme, Phoneme Correspondence). The 26 letters can be combined in various ways called digraphs and trigraphs in order to create a total of 44 individual phonemes.

Grapheme, Phoneme Correspondence (GPC) is how to link sounds to letters and blend (synthesise) these sounds to read words and break up (segment) the sounds in words in order to spell them.



Outdoor Learning

We explore every opportunity to enjoy our stunning grounds and take our learning outside. We will be holding outdoor learning experiences throughout the year, incorporating learning activities across the full range of Foundation Stage curriculum areas.

Assessment

We want all children to make excellent progress. We encourage children to become active learners who ask questions, seek solutions and see mistakes as opportunities for deeper learning. We believe that the key purpose of assessment is to move the children forward in their learning.

Formative Assessment for Learning is ongoing assessment carried out by teachers both formally and informally during a unit of work. The results of formative assessments have a direct impact on the teaching materials and strategies employed immediately following the assessment.

Summative Assessment of Learning occurs at defined periods of the academic year or at the end of a unit of work. Summative assessments can be used to identify individual progress over time and for comparison within and across the cohort.

Ways to help your child:

Reception parents please watch out for, complete and return your child's Reading and Learning Journals on a regular basis. These have been specially designed to increase the partnership and communication between home and school. Please take every opportunity that you can to share, read and re-read your child's school reading resources and books with them, along with a range of books and stories from your home environment. Please chat with your child about their current topics, and about aspects that you, and they, find particularly interesting, and look for linked pictures, information, books, artefacts or experiences. It would be lovely if you could share any information or photographs based around such investigations and activities via email with your class teacher, so that your child can share these with their classmates.

The start of a new term is always tiring, so please ensure that your Reception child has plenty of early nights in order that they arrive each day in school feeling wide awake and ready to learn.