



MEET THE TEACHER

Essential Guide for Parents and Carers of Children in Year Reception
at Cleveland Road Primary School

Welcome to Year Reception

- Class teachers
- RB– Miss Benjamin (Year Group Leader)
- RY– Mrs Yeasmin
- RP– Miss Patala
- RM – Miss Morgan

- Additional staff
- RB- Ms Patel, Mrs Akram and Miss Dear
- RY- Mrs Singh and Ms Ismail
- RP- Miss Forde and Mrs Ali
- RM- Miss Ferdows and Mrs Vince
- PPA Cover: Ms Harley
- PE: Mrs May
- Singing: Mr Buga
- ULT Link: Mr Bayliss

Behaviour

- Our behaviour policy is available on the school [website](#)
- Please encourage your child to follow the 5Cs:
 - Care
 - Courtesy
 - Co-operation
 - Consideration
 - Commitment
- Pupils will receive teacher and peer commendation awards for demonstrating the 5Cs in school. These will be published in the weekly newsletter.
- If your child does not follow the 5Cs after a verbal reminder, they will be asked to fill out a reflection sheet. You may be called to meet with the class teacher to discuss this further.

Communication

- Home-School agreement
- The home-school agreement is on the [school website](#); please sign the copy in your child's home-school communication book and ensure that you follow the guidance and meet the expectations outlined in this document.
- Home-School Communication Book
- This provides the link between the parent and the teacher.
- Any letters will be communicated to you using the Home-School Communication Book: to inform you of important dates and/or events that are taking place at school. Please ensure that you check your child's Home-School Book and school bag each day.
- Feel free to use the book to communicate with your child's class teacher. Children are responsible for passing on the book to the class teacher
- Additional reminders and information are sent out using *ParentHub* and the school newsletter

The School Day

- Children are admitted from 8.45am-8.55am
- 8.55 am is the time by which children MUST be in class and ready to start the day
- Lateness has a huge impact on your child's learning. Please ensure that your child is in school on time every day
- Lessons finish at 3.15pm. Classroom doors will open shortly after this and children taught in upstairs' classes will be in the playground hereafter.
- Please give the classes space to exit the building. Your patience is appreciated as we ensure that your children are collected safely

Attendance

- Every lesson counts!
- School term times are on the school website
- Extended leave: the school has adopted the Redbridge policy.
- No leave is to be taken during term time

Attendance

- Getting your child to school really matters.
- Did you know?

If your child's attendance during the school year was...	Your child would have lost approximately...	Or they would have missed approximately...
95%	9 days from school	50 lessons
90%	19 days from school	100 lessons
85%	29 days from school	150 lessons
80%	38 days from school	200 lessons
75%	48 days from school	250 lessons

- Please encourage punctuality to maintain school attendance.

Absence

- If your child is not able to attend school, please ring the school office by 8.30am
- Your child's attendance and punctuality is tracked and reported to the Educational Welfare Officer
- The school will follow up on significant absences
- Once your child has returned to school, they must bring a letter to explain the absence
- Applications for exceptional circumstances can be made through the school office; contact Mrs Doughty for further information
- If your child has one of the three recognised symptoms of Coronavirus (A persistent cough, a high temperature, a loss or change in taste or smell) we ask that you arrange for a test to be taken. In the event of a positive test we ask that the child remains at home for 3 days in order to recover. Please ensure that you keep the school informed.

Playtime and Lunchtime

- Please support us in encouraging your child to adopt a healthy lifestyle
- A bottle of fresh water should be brought in each day
- Pupils in EYFS and KS1 are provided with bagels and a piece of fruit or veg each day
- Children should not bring any sweets, crisps or chocolate to school
- Cleveland Road Primary School is a **nut-free school**

- Our school dinners are provided by Pabulum
- Pabulum lunches need to be booked and paid for via *ParentPay*.
- The school website has a [School Meals and Packed Lunches](#) page which has all the details and links you need.
- If you need any assistance, please call Pabulum on 01252 819991 or email parentpay@pabulum-catering.co.uk

Free School Meals

- You are entitled to FSMs if you receive any of the following:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - The guarantee element of Pension Credit
 - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) - Working Tax Credit is a disqualifying benefit regardless of your household income - this means that you would not be entitled to Free School Meals whilst in receipt of Working Tax Credit
 - Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit
 - Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- To apply online, visit the Redbridge website <https://www.redbridge.gov.uk/schools/free-school-meals/>
- **Even if your child is in Years R, 1 or 2 and gets a universal FSM, you should still apply as it will provide the school with extra funding for your child**

Before- and After-School Clubs

- We are looking forward to restarting this provision in the near future. We are very fortunate that so many clubs are offered voluntarily by teachers at Cleveland Road Primary School
- Letters regarding clubs are sent out termly
- Please ensure that if your child is successful in securing a place within a particular club, that they make a commitment to attending every week
- It would be courteous for your child to let the club teacher know, in advance, if they cannot attend so that the place may be offered to another child

Curriculum

The EYFS curriculum is made up of 7 different areas:

- **Personal, Social and Emotional Development** (*Self Regulation, Managing Self, Building Relationships*)
 - **Communication and Language Development** (*Listening and Attention, Understanding and Speaking*)
 - **Physical Development** (*Gross Motor Skills, Fine Motor skills*)
 - **Literacy Development** (*Comprehension, Word Reading, Writing*)
 - **Mathematics Development** (*Number, Numerical patterns*)
 - **Understanding of the World** (*Past and Present, The Natural World, People, Culture and Communities*)
 - **Expressive Arts and Design** (*Creating with Materials, Being Expressive*)
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- Topics – Our topic this term is ‘*Working Together*’. Visit the [curriculum section](#) of our school website to find out more about the books we are exploring and what your child is learning.
 - We also work closely with every child when it is their turn to be a ‘focus child’. We ask parents to complete a ‘Parent’s voice’ sheet in which you will have the opportunity to inform us of any special events or happenings in your child’s home-life and ask us anything you would like to find out about your child’s learning and progress.

Curriculum

Reading

- Every Reception child will be given a free book bag this year.
- Your child will be given a phonetically decodable '**Oxford Reading Tree**' book chosen by their class teacher and a **library book** they would have chosen themselves.
- Reading at home is an essential daily activity: children who are heard reading at home, in addition to school reading activities, perform better in school work and all tests
- Parents should read at home every day with their children and should sign the reading record each time
- Membership of and visits to libraries are encouraged
- Guides for how to read with your child and suggested reading lists are available on the [school website](#).

Uniform

- Well done – the children have started the school year looking very smart!
- A reminder: girls' tights/socks must be grey; trainers must be black and should not have large logos on them; all shoes must have flat heels (open-toed shoes are not appropriate); boots should only be worn in very cold weather; headscarves should be plain white or navy; no nail polish; no make-up
- The only jewellery children are allowed in school is religious jewellery – where possible this should not be worn but instead kept in a pocket. Stud earrings and watches are also permitted.

PE Kit:

- PE is part of the National Curriculum and is, therefore, a legal requirement.
- Jewellery must be removed for all P.E. lessons; the items remain the responsibility of the child. If children are wearing stud earrings, these should be covered with micropore tape provided by the parent.
- On PE days, children should wear their kit to school. This should be as follows: Plain white polo shirt or t-shirt, Navy jogging bottoms, Navy school jumper/sweatshirt, Plimsolls or trainers
- **Reception's PE days will be every Friday.**
- **Children should come into school wearing their full PE kits and remain in them for the whole day**

Homework

How to support your child at home:

- Reading at home is expected to take place 5 times per week and reading will be tracked and rewarded using our Reading Awards system. Every child in Reception will start back at Bronze.
- Phonics homework in the form of QR codes and letter formation sheets will be given out weekly from Autumn 2.
- Class teachers may give out name writing practice if required
- Make time to play with your child and talk about their interests
- Offer encouragement and guidance to help your child become more independent e.g., encouraging them to put their coat on, do their zips, putting their shoes on and tidying away their toys.
- Take your child to the library regularly; limit your child's screen time; go to the park and encourage physical exercise; look for opportunities to explore museums, galleries and other places of interest; check out the newsletter and school Twitter pages for events happening in Redbridge and around London.
- Our website has a wide range of [learning tools](#) that your child can access at home

Online Safety and the School Website

- **Online safety** is an important part of keeping children safe. Visit our [website](#) for more information about our SMART rules for keeping safe online. You will also find our pupil Acceptable Use Agreements (AUPs) which detail our expectations for pupil's online behaviour. Please discuss these with your child.
- **The School Website**
- Please visit and explore our website regularly as we are continuously adding new content. Here are a few key places to start your visit:
 - [The Cleveland Curriculum](#)
 - [The newsletter](#)
 - [Parents/useful information](#) (term dates, uniform, school meals and much more)
 - [Learning tools](#) to support learning at home
- [Useful Links](#) for parents

Eating Healthily: Small Changes Makes a Big Difference

- Although we have seen a big improvement in the lunches many children are bringing into school, there are always ways we can improve our children's diets and help them to lead healthier lives. Here are some simple ideas to get you started:
 - Make one change at a time.
 - Always include a starchy food such as bread, pasta or rice, in each meal.
 - Peel or chop fruit and vegetables and put them in a small pot or bag to increase the chances of your child eating them.
 - If your child likes sweet foods, swap a chocolate bar for raisins or grapes. If they prefer savoury foods, swap the crisps and give them carrot sticks or plain popcorn.
 - Swap sugary squash and juice drinks for water or milk. Do not send juice into school with your child's packed lunch – water only!
 - Swap processed cheese for real cheese like Edam or cheddar.
 - Further tips are available on the school [website](#).

Key Dates

- Term dates are available on the school website: [Term Dates](#) and are also outlined in this document
- You will be informed, by letter, of any visits or workshops organised for the year group
- The key term dates are also available on the [school calendar](#), via our website – you are able to subscribe to this calendar and link it to any other digital calendars you use

Autumn Term 2022

- **Autumn 2022**

- **Start of term:** Thursday 1st September 2022
- **Half term:** Monday 24th October to Friday 28th October 2022
- **End of term:** Tuesday 20th December 2022 – **school closes at 1:30pm for pupils**
- **Christmas break:** Wednesday 21st December 2022 to Wednesday 4th January 2023
- **In-service training days:** Thursday 1st September and Friday 2nd September 2022
- **Parents' Consultation Meetings:** Monday 17th October and Wednesday 19th October 2022

Spring Term 2023

- **Start of term:** Thursday 5th January 2023
- **Half term:** Monday 13th February to Friday 17th February 2023
- **End of term:** Friday 31st March 2023 – **school closes at 1:30pm for pupils**
- **Spring break:** Monday 3rd April to Friday 14th April 2023
- **In-service training day:** TBC
- **Parents' Consultation Meetings:** Monday 6th February and Wednesday 8th February 2023

Summer Term 2023

- **Start of term:** Monday 17th April 2023
- **Half term:** Monday 29th May to Friday 2nd June 2023
- **End of term:** Friday 21st July 2023— **school closes at 1:30pm for pupils**
- **In-service training day:** TBC
- **Open Evening:** Thursday 6th July 2023

Parent Hub

- All parents and carers need to keep informed about what is happening in school
- *ParentHub* is completely free to download and set-up is easy
- Visit the App Store or Google play to download the free app and start receiving all the messages, letters and newsletters directly to your phone
- Call the school office if you need any help setting it up



Cleveland Road Primary School

would like to send you messages on Parent Hub

What is Parent Hub?



ParentHub is a FREE app that helps keep you up to date with what's going on at school. You'll receive messages, documents and newsletters, all in one handy place

Instructions



1. Go into your App Store (iPhone or Android)
2. Type ParentHub into the Search box
3. Download the free app with this symbol 
4. Open the Parent Hub app
5. Create an Account
6. Choose “Add a School” and enter the school handle below

@ClevelandRoadPri



Visit www.parenthub.co.uk to find out more