



Hale Nursery & Primary Academy

Reception

Parent Induction Handbook

2023 - 2024

Upper Hale Road, Farnham, Surrey, GU9 0LR
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Starting Reception at Hale Academy

Hale Academy is looking forward to welcoming you and your child into our Year R. Your child is about to embark on an exciting learning journey and we feel privileged to be part of that journey. We are committed to ensuring that all our children have a happy and enjoyable school experience where a life-long passion for learning is ignited. Our relationship with you, as your child's first and foremost educator, is vital in ensuring that this learning journey is successful.

This handbook is designed to answer any questions that you may have about Year R and provide you with helpful information before your child starts school. We are always available to answer any further questions, queries or concerns that you may have, so please do not hesitate to contact us via the school office.

Our Ethos:

We believe that children develop best through a child-initiated approach to learning. We take time to carefully observe children in their child-led play, assessing their learning and supporting them in moving forward. The teaching team skillfully interact with the children, encouraging problem solving through open ended language and questions. We understand that the provision we provide, both the physical environment and adult interaction, is paramount in supporting the progress that each and every child makes, enabling them to reach their full potential.

Tapestry:

We use a secure online Learning Journal called 'Tapestry'. This tool allows you to have instant access to the learning your child has engaged in at school. You are able to add comments to observations that the Year R teaching team have made, as well as adding your own photos and observations. This helps to create an all-round picture of your child's learning, achievements and successes.

Progress and Attainment:

We track our children's progress continually throughout the year using a range of approaches including observation and teacher assessment. We have a clear understanding of the children's starting points and carefully monitor the progress they make throughout the EYFS (Early Years Foundation Stage). We will hold parent consultation meetings with you to discuss the progress your child is making and how you can support them at home.

PRIDE Values:

We have a set of values here at Hale that underpin everything we do. Both our behaviour and our reward systems are intrinsically linked to the values:

- P Pride & Positivity**
- R Respect & Responsibility**
- I Independence & Integrity**
- D Drive & Determination**
- E Excellence & Enjoyment**

Our Learning:

Areas of Development and Learning			
Prime Areas			
Communication and Language	Personal, Social and Emotional Development	Physical development	
<ul style="list-style-type: none"> • Listening, Attention and Understanding • Speaking 	<ul style="list-style-type: none"> • Self-Regulation • Managing Self • Building Relationships 	<ul style="list-style-type: none"> • Gross Motor Skills • Fine Motor Skills 	
Specific Areas			
Literacy	Maths	Understanding the World	Expressive Arts and Design
<ul style="list-style-type: none"> • Comprehension • Word Reading • Writing 	<ul style="list-style-type: none"> • Number • Numerical Patterns 	<ul style="list-style-type: none"> • Past and Present • People, Cultures and Communities • The Natural World 	<ul style="list-style-type: none"> • Creating with materials • Being imaginative and Expressive

The EYFS curriculum is broad and balanced, and is split into 'prime' and 'specific' areas of learning. The practitioners in the Early Years expertly weave all the different elements together to allow the children to experience all 17 areas through meaningful and creative learning experiences. Much of this is child-led, skillfully directed by the teaching team. The classroom spaces are arranged to encourage children to make choices. The areas include, but are not limited to, art, science, mark making, maths, books, sand and water, dramatic play, motor skills, small world, blocks, music, and the outdoor learning environment. As a result of this, the children gain ownership of their own learning through the choices they make within the environment.



School Uniform (EVERY ITEM OF CLOTHING SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME)

KS1 SCHOOL UNIFORM (YEARS R – YEAR 2)

Winter

- Red polo shirt with navy school logo
- Navy round neck sweatshirt with red school logo or navy cardigan with red school logo
- Regulation dark grey school trousers, skirt or shorts
- Grey, white or black short/long socks or grey or navy tights

Summer

- Same as the winter uniform with optional red/white checked (gingham) summer dress or red/white checked (gingham) shorts/culottes and white polo shirt

PE KIT

- White polo shirt with red school logo
- Plain navy or navy shadow stripe shorts
- Trainers

OPTIONAL ITEMS AVAILABLE TO BUY

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| <ul style="list-style-type: none">• KS1 Book Bag – navy with red school logo• KS2 Backpack – navy with red trim and school logo• Drawstring PE bag – navy with red school logo• Fleece – navy with red school logo (to be worn as a coat)• Tracksuit – navy with red school logo (for PE lessons only) | <ul style="list-style-type: none">• Hooded top – red with navy school logo and school name (for PE lessons and sports events only)• Water bottle – clear with red school logo• Baseball cap – navy with red school logo• Hair scrunchie – navy and red stripe |
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ADDITIONAL INFORMATION

- **Shoes** – sensible, flat black shoes must be worn at all time. Trainers, ankle boots, strappy or open toed shoes are not allowed.
- **Coats** – all children need a coat in cold or wet weather. An optional school fleece is available to buy.
- **Bags** – book bags are available for KS1 and backpacks are available for KS2. If children choose to bring their own school bag, it must be small and sturdy.
- **Jewellery & Makeup** – make-up (including nail varnish) is **not** permitted at any time. Jewellery is not allowed with the exception of watches (see below) and earrings. Earrings must be small, plain, round, silver or gold studs. Children must be able to remove earrings themselves for PE or they will not be allowed to take part. If you decide to have your child's ears pierced, please do this at the start of the summer holiday as it can take six weeks for the ears to heal.
- **Watches** – if watches are worn, they must be permanently named and children must be responsible for them.
- **Hair** – sensible and appropriate haircuts are required for school. All long hair of shoulder length, or longer, must be tied back at all times; any hair accessories should be small and plain (preferably navy).
- **Playsuits** – all-in-one playsuits are not acceptable.

All items can be bought from Brenda's Schoolwear Shop
130 Frimley Road, Camberley, Surrey, GU15 2QN
Tel: 01276 469697 www.brendas.co.uk

Outdoor Clothing:

We go outside in all weathers and this can sometimes result in children getting wet or muddy. It is essential for the development of young children's learning to be able to explore the different elements the outdoors has to offer. Therefore, children need to be prepared for **all** kinds of weather.

- Wellington boots (clearly named and to be kept at school)
- Waterproof jacket
- Hats, scarves, gloves (weather depending)
- Sunhats (please put sun cream on before the children come to school)

Change of Clothes:

Sometimes the children can get a bit messy or have the occasional accident. A spare change of clothes that can be kept in school would be really helpful. Please could all items be in a named bag, which can then be kept on the child's coat peg.

It is very important that **all clothes worn to school are named**; this is because sometimes things do go missing and if they are named, it allows us to return them to their owner.

PLEASE COULD ALL OF THE ABOVE ITEMS BE AVAILABLE AT SCHOOL AT ALL TIMES (if children do come home with a bag of clothes to be washed - please ensure they are returned to school the next day).

Things to Bring to School:

Book Bag

Book bags are essential; they are the best way for us to send things home without them getting lost. They are a place for children to keep their reading books, important letters and any pictures they have produced. Please check their book bags daily and ensure that any letters have been read.

Lunch

All children in Year R, Year 1 and Year 2 are entitled to a government funded free school meal. This is a great opportunity for your children to have a daily hot lunch that is nutritious and balanced. If you decide to opt out of this scheme, please provide your child with a healthy packed lunch in a sturdy, named packed lunchbox. Please note, nuts, any brand of chocolate spread, sweets and chocolate are not allowed. These should be booked online via our online ordering service, SCOPAY. You will receive more information about this in September.

PE Kit

Children in Year R will start PE in January 2024 and will need a Hale Academy white PE T-Shirt (or plain white polo T-shirt), navy blue pair of shorts, and a pair of trainers. Please see the school uniform for full details.



HALE NURSERY & PRIMARY ACADEMY

Term Dates: 2023-2024

TERM	FIRST DAY	LAST DAY
AUTUMN 2023	Tuesday 5 th September	Friday 20 th October 2023
	Half Term: Monday 23 rd – Friday 27 th October 2023	
	Monday 30 th October	Friday 15 th December 2023
	Christmas Holiday: Monday 18 th December – Friday 29 th December 2023	
	Bank Holiday: Monday 1 st January 2024	

SPRING 2024	Tuesday 2 nd January	Friday 9 th February 2024
	Half Term: Monday 12 th – Friday 16 th February 2024	
	Monday 19 th February	Thursday 28 th March 2024
	Easter Holiday: Friday 29 th March – Friday 12 th April 2024	

SUMMER 2024	Monday 15 th April	Friday 24 th May 2024
	May Bank Holiday: Monday 6 th May 2024	
	Half Term: Monday 27 th – Friday 31 st May 2024	
	Monday 3 rd June	Tuesday 23 rd July 2024

DAY CLOSURES for 2023-2024

Kite Academy Trust Holiday – Friday 1st September 2023
 INSET Day - Monday 4th September 2023
 INSET DAY – Tuesday 5th September 2023
 INSET DAY – Tuesday 2nd January 2024
 INSET DAY – Monday 19th February 2024
 INSET DAY – Monday 3rd June 2024

School Attendance - A Guide for Parents:

By law, all children between 5 and 16 years of age must have an appropriate full-time education. Parents and guardians are responsible for making sure this happens by registering their child at school and ensuring that their child attends school regularly. Attending school every day will give your child the best possible start in life, enabling them to keep up with school work and to make appropriate progress.

At Hale Academy we say that **EVERY DAY MATTERS** and regular attendance means that your child must:

- attend school every day unless there are justified reasons
- arrive at school on time
- follow the PRIDE values and attend all lessons

Sometimes your child will be unwell and will be unable to attend school. If your child is unwell on a school day, please advise the school office before 9.30am by telephone on 01252 716729 and leave a message on the absence answer phone. When your child is well enough to return to school, please send a letter to the class teacher explaining the reason for your child's absence. Remember to date and sign the note. If school is concerned by your child's non-attendance; the Academy Head will write to arrange an appointment to meet with you to ascertain the reason for your child's absence, consider your view on the situation and may devise a plan to assist you in getting your child back to school. The school may well also involve the Surrey Inclusion Service (formally the Education Welfare Service).

Remember that your child must not be kept away from school for reasons such as:

- looking after others at home
- minding the house
- visiting relatives
- taking long weekends
- shopping trips
- birthday treats
- family holidays

If your child is absent you must give the school a reason in writing. Unavoidable absence, other than illness, must be discussed with the Headteacher before any arrangements are made. The school will give careful consideration to an unavoidable absence request taking your child's attendance record into account, but they may not necessarily agree to your request and therefore any absence would be unauthorised.

Miss Read is our Attendance Officer and is always on hand to answer any queries at the office.

School Day:

8:45am	Doors open
8:55am	Official registration
9.00am	Phonics
9:45am	outside play and snack
11.30	Learning input
12:00pm	Lunch time
1.15pm	Maths
2.30pm	Afternoon play
3:30pm	Home time

Communication:

Communication is very important between Reception class and home. We do our very best to keep you informed of events and important information regularly. The weekly school newsletter always contains a diary of up and coming dates for the term, and fliers to announce one-off events. It is also used to communicate any other reminders or information that you might need such as equipment that is needed in Reception class.

One of our main points of communication is through our RM Integris email system. Class teachers will also use Tapestry which allows them to email you regularly. In order for this to be effective it is vital that we always have your up-to-date contact details. If your details change then please let the office know ASAP.

Please check our school website frequently - www.hale.kite.academy. We update the site regularly - newsletters, children's work and photographs of current projects are posted on the site for your information. In addition, many school forms can be downloaded from the site and links to other important websites found. Please save the address into your favourites and make a point of familiarising yourself with the features available on a regular basis. Additionally, you can follow the school on Facebook – HaleKiteAcademy - here we regularly post items that are happening in the school, photographs, and this is a great way of instantly finding out what is going on.

We look forward to welcoming you in September to the vibrant learning community that has been created at Hale School.

Welcome from the Hale Academy PTA!

We at the Hale Academy PTA (Parent Teachers Association) welcome you to this fantastic school! The PTA are a friendly bunch of parents, guardians and teachers who come together to host fun and engaging activities for the school and local community. Whilst doing this we aim to raise much needed money for the school and also provide fun filled memories for the children and families of the school. We meet regularly, and work closely with the school with what we support.

Look out for your invitation to the Hale Academy PTA AGM. It's a chance to meet the committee, find out what we do and share your fund-raising ideas to support our school. And hopefully this year we can meet in person with cheese and wine!

Despite the challenges over the last year, we have arranged virtual events that have been enjoyed by everyone. The money raised allows us to fund the Year 2 pantomime, the Year 6 Lion King trip, provide plants to make the school look great and equipment to support the classes and teachers.

We raise money through shopping donation websites such as Amazon Smile and Give as You Live. Further details are on the Hale Academy PTA page on the school website under 'Community'. Please check them out, we have raised over £400 through these sites!

The Hale Academy PTA hold the second-hand uniform. A list of what we have in stock is on the school website along with the price list. If you would like any items either email the PTA at pta@hale.kite.academy or send a private message through the Hale School PTA Facebook page (<https://www.facebook.com/HALESCHOOLPTA>)

We wish you a fabulous summer and we are looking forward to seeing you in September!

On behalf of the PTA

Frequently Asked Questions:

Q. What time can I drop my child off at school in the morning?

A. School gates open at 8.45am and all children are encouraged to enter the classrooms directly to begin early morning work.

Q. Can parents wait for their children in the school playground?

A. Yes, the gates will be opened at 3.25pm and parents can wait outside the classroom doors.

Q. What happens if my child is late?

A. Parents will need to report to the school office and sign their child in on the E-reception iPad.

Q. What do I do if I am running late to collect my child from school?

A. Call the school office as soon as possible, so that they are aware of this. A message will be sent to the class teacher and your child will wait at the office for you. If for some reason you are not there at the end of the day, your child will be asked to wait at the school office.

Q. What do I do if my child is unwell?

A. Call the office before 9.30am. The school has an answer phone facility for messages left before 8.30am.

Q. What happens if my child is unwell in school?

A. The class teacher will send the child to the office. If necessary, office staff will contact the parent. It is very important that we have an up-to-date daytime contact number in the office in case of serious illness or injury.

Q. My child has Asthma. Where are the inhalers kept?

A. All inhalers are kept in your child's classroom. Please ensure that the inhaler is named and that you have completed the necessary medical permission form, available from the school office.

Q. If my child requires medication, are members of staff allowed to administer this?

A. Yes, staff are able to administer prescribed medication only. A pupil medication form must be completed and signed by the parents to enable the office staff to administer medication. It is the child's responsibility to come to the office for the medication. All medication is kept in a cabinet and doses of antibiotics in the medicine fridge. All medication must have a current prescription label. (Please see the Kite Wellbeing Policy for more information available on the school website)

Q. How can I find out information regarding school matters?

A. Weekly newsletters are emailed home, as well as information regarding class visits, PTA events and fundraising. Our website contains copies of all newsletters, diary dates and important information about the school. Please ensure you look in your child's bag to ensure that no information is overlooked.

Q. Who do I speak to if my child has a problem?

A. The first point of contact should be the class teacher, preferably at the end of the day rather than first thing in the morning. If it is serious, an appointment with the class teacher or the Early Years Lead, Mrs Jade Riches can be made via the school office. The sooner a problem is discussed, the sooner a solution can be found.

Q. What do I do if I would like to be a helper in reading or would like to accompany children on a school visit?

A. For the safety of all the children, is it necessary that all parent helpers hold a current DBS (Disclosure & Barring Service) certificate related to our school - it can take up to 6 weeks for clearance. If you would like to volunteer within school, please email the school office.

Q. How do I pay for school visits?

A. This is via our online system SCOPAY. You will be sent details to log on to this when your child starts with us.

Q. How do I book my child's hot lunch?

A. These are booked online via our online booking system, SCOPAY. All children have the choice each day of the main option, the vegetarian option or a jacket potato. These need to be booked in advance to give the kitchen time to order. More details will be sent home when your child has started with us. If your child requires a special diet on religious or medical grounds, this needs to be booked via the Office and a Special Diet Form needs to be completed before the kitchen can provide a meal.

Q. My child has lost his jumper. Where can I find Lost Property?

A. All lost property is kept just outside the school office in the main building. All items should be clearly named to ensure that property is easily returned to the owner.

Q. Is there a before and after school club?

A. Yes. This is run by the school called The Haven. Details can be found on our website here: <https://www.hale.kite.academy/parents/hale-breakfast-club/> or contact the school office.