



Friday 9th September 2016

To the parents of children in Reception

Dear parents,

Welcome back to school. This year your child's teachers are Miss Flynn, Miss Hussain and Mrs Wright. Please find below some useful and important information which will help you support your child in school during this coming academic year:

- The school day begins at 08.45 a.m. prompt (gate opens at 8.35 am and children go straight into their class) please make sure your child is on time every day. If they arrive after the school gate has closed, they will need to enter school by the school office and they will receive a late mark. The school day ends at 3.00 pm, please ensure your child is collected on time. (Gates open at 2:55 pm).
- We kindly ask parents to exit the school via the external playground gates. If you need to visit the office for any reason, then we ask that you go out of the school and walk around to the front office. To ensure the safety of our children we cannot allow adults into the school except via the office entrance. Your co-operation in this is appreciated.
- Meetings with teachers must be made via the office and for the end of the teaching day. Teachers are not able to meet with parents first thing in the morning as they are involved with the children. Any queries, questions, messages can be left with Miss Keating, Mrs Lunham or Mrs Gibbons in the office.
- **Requests for extended holidays during term time will not be permitted** and any such time taken off will be unauthorised and may result in your child losing their school place with us.
- If you are sending money into school please make sure it is in an envelope clearly labelled with child or family name, amount of money enclosed and what the money is for. Parents should use the money deposit box in the entrance foyer. **Monday is 'Money Day'**.
- Children will have access to milk, water and fruit throughout the day.
- **Class fund is £1 per child, per week. This money allows us to continue to provide a wide range of sensory activities on a daily basis. Baking activities will be organised in the classroom at least once per week.**
- P.E. lessons for reception will begin late October, Miss Flynn will notify you before P.E. starts in time for you to bring your child's P.E. kit into school.
- **Children must wear school uniform in accordance with our School Uniform Policy – if you are not sure then please check with the office.**

- Classroom planning will be on display at the entrance to the classroom explaining the learning that is taking place for that period.
- Our school library is now located on the ground floor and is therefore much easier to get to. It is open after school on **Tuesdays** and we encourage all parents to support their child to borrow library books and read at home regularly.

We are constantly striving to make sure that our children really reach their full potential. In order to achieve this parent support is crucial, our good teaching in school must be supported by commitment from parents at home. By working together we improve the learning experience for your child.

Important Curriculum information

In Reception the learning will be based around an Early Years foundation stage curriculum (EYFS)

EYFS consists of 7 learning areas, the layout of the classroom and the specific activities set out have been chosen to stimulate learning across this curriculum. The children will also have group times in which learning is focused and subject specific. Group time will be twice daily throughout the transition period and will be based around: Mathematics, Religion, Communication and language, Phonics, literacy and Information technology.

The children will take part in a daily physical exercise activity which is dance based.

The seven areas of learning for reception are:

- Physical Development
- Communication and Development
- Personal, Social and Emotional Development
- Mathematics
- Literacy
- Creative Art and Design
- Understanding the world (Science/Computing)

For a full break down of your child's termly topic area please see our termly learning plans on our website: www.holyfam.bham.sch.uk

- We do not have specific homework in reception as of yet, however, we would encourage you to read daily with your children and work with us to help all children realise their full potential. Perhaps pointing out numbers and letters in the environment and talking to your children about what they have learned throughout the day.

- **We aim for 100% attendance and punctuality for every child.** Good pupil attendance is an important factor for real learning. Our overall school target for attendance is 97% and pupils falling below this level will be closely monitored. Please see the information sheet attached which explains how much learning your child will miss if absent from school.

Our **Autumn Term Parents Evening** will be on **Wednesday 12th October from 1:30 p.m.** – we kindly ask that **parents only**, attend Parents Evening for Nursery to Year 5 children. At the Autumn Term Parents Evening your child’s class teacher will focus on how well your child has settled and this will include information on behaviour and attitude to learning. The class teacher will then report on progress against the targets set for your child in their July report and the new targets for the Autumn Term.

Autumn Term Date we would like you to be aware of:-

Reception Reading Workshop Thursday 13th October 09:00

This workshop is specifically for parents and we require at least one parent or elder member of the child’s family to attend.

Many thanks for taking the time to read this information letter. As always, if you have any questions or would like more information please speak to the class teacher initially. Mrs King and I will also be available if you need us to explain or clarify any of this information.

I look forward to sharing another successful year with our pupils, families and staff.

Yours sincerely,

Mr P. Foley

Headteacher

Enclosed Late Arrival and Absence from School Information

Absence from School

Children are required to attend school for 190 days each year.

We aim for 100% Attendance and Punctuality for Every Child

Holy Family School's Overall Attendance Target is 97%.

Any attendance less than 97% is a concern and parents will be contacted by school staff.

Attendance during the school year	Equals days absent	Which is approximately weeks absent	Which means this number of lessons is missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11.5 weeks	290 lessons
65%	67 days	13.5 weeks	340 lessons

How does your child's attendance compare with this target?

Please remember that children who miss a lot of school achieve less.

Late Arrival at School

When your child arrives late at school he/she misses the teacher's instructions and the introduction to the lesson.

Your child may also feel embarrassed entering the classroom late.

Minutes late per day during the school year	-equals days worth of teaching lost in a year INFANTS KS1	-equals days worth of teaching lost in a year JUNIORS KS2
5 Mins	3.7 days	3.4 days
10 Mins	7.4 days	6.9 days
15 Mins	10.0 days	10.3 days
20 Mins	14.7 days	13.8 days
30 Mins	22.0 days	20.0 days

Frequent lateness adds up to a considerable amount of learning lost, and can seriously disadvantage your child.

Gates open at 8.35 am

School begins at 8:45am

Please help your child to be punctual