



**OVERCHURCH**  
INFANT SCHOOL

# Welcome to Reception

**2024 - 2025**

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## **Welcome to Reception!**



***Children are at the heart of all that we do.***

My staff and I would like to warmly welcome you to Reception at Overchurch Infant School. We hope that you find this booklet full of helpful information for the year ahead. We look forward to working together in partnership with you to give your child the best start to their early education.



***Mr S Elliott, Headteacher***

## Our Reception Teachers



**Miss Cromby**  
Class 1  
Teacher  
and Early  
Years Leader



**Mrs Mutch**  
Class 2  
Teacher



**Mrs Dodd**  
Class 2  
Teacher



**Mrs Roberts**  
Class 3  
Teacher

## Our Curriculum, Learning and Development

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of your child from birth to 5 years old.

Our Early Years curriculum is play based with seasonal topics and enhancements based on familiar texts, the children's interests and their individual starting points. The characteristics of effective learning also underpin our practice.

### Three characteristics of effective learning are:

Playing and Exploring, Active Learning and Creating and Thinking Critically.

### There are seven areas of learning and development.

The three prime areas are important as they lay the foundations for children's success in all other areas of learning. With this firm foundation the specific areas can then be taught, strengthened and applied.

<b>Prime areas</b>	Personal, Social and Emotional Development	-Self Regulation -Managing Self -Building Relationships
	Physical Development	-Gross Motor Skills -Fine Motor Skills
	Communication and Language	-Listening, Attention and Understanding -Speaking
<b>Specific areas</b>	Literacy	-Comprehension -Word Reading -Writing
	Mathematics	-Number -Numerical Patterns
	Understanding the World	-Past and Present -People, Culture and Communities -The Natural World
	Expressive Arts and Design	-Creating with Materials -Being Imaginative and Expressive

## Our EYFS Intent

At Overchurch Infant School our Early Years Foundation Stage is built on secure, trusting **relationships** between children, adults and parents. We understand that a strong home school partnership is crucial in developing the whole child.

Our **environments** are accessible, neutral and child centred. Children access resources with increasing independence and our highly skilled staff nurture curiosity through quality interactions.





**Learning** is based around well-chosen picture books that act as a 'hook' to develop project-based learning on a journey that follows children's interests as well as key themes and topics. Quality role play, stories, poems and rhymes are embedded throughout our play-based curriculum developing communications skills and vocabulary in all areas.

Our young children are all **unique** and develop rapidly during their infant years so we know that it is vitally important to lay the foundations to build happy, inquisitive and active learners. We encourage the children to '*choose it, use it and put it away*'.

<b>Unique Child</b>	Please complete the " <i>getting to know you</i> " booklet and keep in touch via Seesaw to help us get to know your child and respond to their likes and interests.
<b>Positive Relationships</b>	Our short induction period helps us to really get to know the children in smaller groups and teach them the routines and rules of the school and class. Reception staff are keen to build strong relationships from the start.
<b>Enabling Environments</b>	Our environments are calm and well-resourced. They are designed to encourage children to make choices and gain independence. We also have a wonderful forest with our trained forest school leader and outside learning areas that support gross motor development, well-being & social skills.
<b>Learning and Development</b>	We offer regular 'drop ins' or 'parent workshops' for you to come and find out about reading, writing and number and get to spend some time with the children. There will also be scheduled 'face to face' parents meetings to keep you updated about your child's progress and we encourage you to have a look on Seesaw and Twitter for ongoing updates.

# The Reception Day

Our timetable changes as the year progresses but this is a brief outline of a typical reception day. We also have forest school and PE sessions weekly.

<p><b>8.50</b></p> 	<p>Doors open at <b>8.50am</b> and close at 9.00am Please be on time as the children complete classroom activities before registration each morning. Children enter through the outdoor classroom (green gates) on the big playground. Please encourage your child to do this independently and say your goodbyes on the playground.</p>
<p>9.15-9.30</p>	<p><b>Carpet time</b> Whole class learning takes place and children are introduced to new stories, challenges or activities.</p>
<p>9.30-10.30</p>	<p><b>Continuous Provision</b> Children can access the classroom to play and learn with friends, making their own choices as well as working in smaller groups led by an adult.</p>
<p>10.30-10.45</p> 	<p>Milk and Snack Milk and fruit (or seasonal vegetables) are available each day and children have access to their named water bottles at this time and throughout the day (<b>no juice or flavoured water</b>).</p>
<p>10.45-11.15</p>	<p><b>Continuous Provision</b></p>
<p>11.15-11.45</p>	<p>Phonics/Handwriting Phonics follows Little Wandle Letters and Sounds scheme.</p>
<p>11.45-1.00</p> 	<p><b>Lunch</b> Children can have <b>free</b> hot dinners (Rec-Year 2) and deli bar <b>or</b> bring their own <b>healthy</b> packed lunch to school.</p>
<p>1-1.30</p>	<p><b>Carpet time</b> Maths whole class learning</p>
<p>1.30-2.30</p>	<p><b>Continuous Provision</b></p>
<p>2.30-2.45</p>	<p><b>Outdoor play</b></p>
<p>2.45-3.10</p>	<p><b>Take home toy/story/home time routine</b></p>
<p><b>3.15</b></p> 	<p>Remember to be on time when collecting your child. It can be very upsetting for a young child to be left after his/her friends have been collected.</p>

## Cool Milk

Our school provides a milk scheme for all children at Overchurch Infants – which includes Nursery, Reception, Year 1 & Year 2. School milk is free for all under-fives. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier. We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth. Free milk will continue until the Friday before your child's 5th birthday. You will then need to register using the link below (unless your child is eligible for Free School Meals). Each pupil that registers with Cool Milk will receive a carton of semi-skimmed milk every day, which is delivered fresh & chilled to the classroom.

[www.coolmilk.com](http://www.coolmilk.com)

0844 854 2913.

*All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties without your permission.*

Please let the School Office know if you would prefer us not to register your child for free school milk.

## Allergies

We use shaving foam, soap, face paints, food colourings, baby lotion and other products as part of our play so please let staff know if there are any allergies or a history of sensitive skin/skin reactions.

**WE ARE A NUT-FREE SCHOOL – PLEASE DO NOT SEND YOUR CHILD IN WITH ANY NUT BASED PRODUCTS IN LUNCH BOXES.**

PLEASE DO NOT SEND IN SWEETS OR CAKE FOR BIRTHDAY CELEBRATIONS.




## Personal Care

There are toilets, a urinal and wash basins accessible via the Reception corridor. Children are able to access these toilets whenever they need to. **Please encourage your child to be independent with their toileting by practising wiping bottoms, flushing and hand washing by themselves.**

# Communication

We have an open-door policy and welcome daily interactions with staff at the door once all the children are safely in the building. Please pass any messages to the member of staff at the gate holding the clipboard in the mornings.

We also communicate with you using a range of different methods including Parent Mail, Seesaw and Twitter.

<p><b>Parent Mail</b></p> 	<p>ALL communication will be sent via this app so it is important that you create your account and check it on a regular basis.</p> <p><b>YOU MUST PROVIDE SCHOOL WITH YOUR EMAIL ADDRESS FIRST</b></p> <ol style="list-style-type: none"><li>1. Download the free mobile app – this is available for both Android and iOS mobile devices. To do this, simply search for “ParentMail” in your App store.</li><li>2. You will be sent an email from ParentMail asking you to register.</li><li>3. Click the Register link on the bottom of the email.</li><li>4. You will then receive a 2<sup>nd</sup> email from ParentMail</li><li>5. Click on the Go to my Account link on the bottom of this email after you have downloaded the app to your mobile device.</li><li>6. You will be asked to verify your child’s date of birth, confirm your email address and mobile number. You will then need to create a password at least 8 characters in length which must be a combination of letters and numbers</li><li>7. Your Username will be your email address (the same one given to school).</li><li>8. You will receive email alerts under the email tab.</li><li>9. If you are required to make a payment, you will need to click the payments tab and then choose the shop option.</li><li>10. If you are required to complete parental consents for a trip, etc, you will find this form in the forms section.</li></ol>
<p><b>Seesaw</b></p> 	<p>We use Seesaw to share photographs and snapshots of your child’s learning (individually and in bigger groups). We also communicate home learning challenges and important messages using Seesaw too. It is a super two-way communication tool and you can also send us photographs of experiences and wow moments from home that the children love to share on the big board.</p>
<p><b>Twitter</b></p> 	<p>You will see snapshots of a day in the life of a reception child as well as helpful reminders.</p> <p>Please follow us</p> <p><b>@Overchurch1</b></p> <p><b>@Overchurch2</b></p> <p><b>@Overchurch3</b></p>



Please ‘like’ and interact with tweets and Seesaw posts





## Our Golden Rules and Take-Home Toys



In Reception we help the children to understand the importance of caring for themselves, each other and school property. We gradually introduce them to 'Our Golden Rules' through 'Circle Time' sessions, stories and role-playing. We use positive reinforcement and a relational approach to encourage good behaviours at Overchurch Infant School. We also teach the children in their independent learning to '**choose it, use it and put it away**'. Please help us by encouraging these behaviours at home too.

### Our Golden Rules

We are Gentle

We are Honest

We are Kind and Helpful

We Listen

We Look After Property

We Behave Safely









We Work Hard

Each Friday two 'Star Performers' or 'Superstars' are chosen for following our Golden Rules. They wear a badge to celebrate and sit on special benches in assembly. They also get to sit on special chairs in class and can be the line leaders. Children enjoy earning 'Golden Time' on a Friday afternoon too!



One child from each class is chosen at the end of each day to take the 'take home toy' class mascot home for following one or more of the Golden Rules. Please look after the toy well and only keep them for one night. Encourage the children to draw their own picture and have a go at mark making and writing on their special paper (including their name). You can also send one or two photo prompts on Seesaw to help your child talk about their adventure. This is to support speaking and listening and to recount a simple daily routine so please don't worry about doing something special when it's your child's turn.

# What will my child need to start Reception in September?

My Checklist		
	<p><b>Uniform</b></p> <p>Consisting of grey trousers, skirt or pinafore with a white or yellow polo shirt and green jumper or cardigan. (No jewellery allowed)</p>	
	<p><b>Black, <u>velcro</u> school shoes</b></p> <p><i>Can your child put on their own shoes? This will be helpful for when they swap into their wellies.</i></p>	
	<p><b>Waterproof coat with hood</b></p> <p><i>Can your child put their own coat on and take it off again? Can they have a go at the zip? This will help them to be independent in September.</i></p>	
	<p><b>Wellington boots</b></p> <p><i>Please clearly name your child's boots. <b>These are to be left in school for rainy days and forest sessions.</b></i></p>	
	<p><b>Clear water bottle</b></p> <p><i>Please do not put juice or flavoured water in your child's bottle.</i></p>	
	<p><b>PE Kit</b></p> <p>Children in Reception <u>should come to school dressed in their PE kit</u> on their PE day. Black shorts and a white t-shirt for PE (Black leggings or joggers during colder months).</p>	
	<p><b>Labels</b></p> <p><i>Please clearly name ALL of your child's belongings.</i></p>	

Your child **WILL NOT** need a backpack, PE bag or book bag. They will be provided with a clear, plastic book bag in September, which will fit in their tray in school.

# Forest School

In Reception Forest School will take place as follows:

**Tuesday** - Class 2 and Class 3

**Wednesday** - Class 1

By offering Forest School we are hoping to inspire and encourage children to learn through a unique educational approach to play in the outdoors. Our outdoor environment compliments the classroom-based learning throughout the seasons and offers many cross curricular links with inspiring opportunities.

Our Forest School Leader, Mrs Collins will be taking all reception classes for their sessions; she will respond to the needs and interests of the children providing new learning experiences for all children. Children will learn new skills and develop an awareness of danger and the benefits of taking risks in outdoor play. A degree of risk is often beneficial for learning, development and problem solving. Young children enjoy challenging, adventurous play opportunities where they can test themselves and extend their abilities.



## **The pleasure and fun of Forest School will include**

- Physical play and reflective opportunities
- Swinging with rotational possibilities and therefore good potential for some unpredictability and balance challenges
  - Development of self-confidence and well-being
  - Learning through experience: minor accidents from which we can learn.
  - Engagement with the natural environment and natural elements
- Potential for incorporation into imaginative games where woodlands are the play context, e.g. Tarzan
  - Identifying hazards in natural environments (nettles, broken branches, berries)
    - Creating shelters, learning to tie knots and join materials
- Using tools including saws, secateurs, mallets, axes, vegetable peelers and knives safely under supervision.
  - Gaining confidence in physical and mental challenges
  - Experiencing fire making, identifying risks and fire safety

Within Forest School we are presenting risks in a controlled environment, helping prepare children to make choices in other environments outside of school and throughout their lives. By facilitating small hand tool use with kinder knives, vegetable peelers and pistol drills allows for exploratory learning whilst supporting science and DT curriculum goals. Opportunities for making and using dens, shelters, low swings and ladders in the forest are facilitated by our vigilant staff and volunteers who are competent and confident in dynamic risk assessing and responding to the needs of all children to ensure challenges are appropriate and achievable.

## **Attendance and Punctuality**

Please ensure that your child is brought into and collected from Reception by an adult known to the staff. No child is allowed to leave school with an unknown person, so if somebody different is to collect your child, please ensure s/he is introduced to the staff. In an emergency, please telephone or send a note to inform school of any change. Please wait by the Reception entrance gate when bringing your child. When collecting your child, have a special place to wait where your child knows to look. We will not let your child leave until we know you are there.

**There is a strong correlation between excellent attendance/punctuality and high attainment. Therefore, it is a priority at Overchurch Infant School to make sure all the children are in school and ready to learn. If you are not at school, you cannot access the curriculum! Thank you for your support in providing your child with the best chance of success.**

### **Punctuality**

School opens at 8.50am and registers are taken by 9am. If a child arrives late to school, they are less likely to be ready to engage in learning and valuable time is being lost. Even though you might think 5 minutes is nothing to worry about, 5 minutes late every day means that your child misses approximately 15 hours over the year - it soon adds up as this table demonstrates!

<b>Time late each day</b>	<b>Learning hours lost over a year</b>
5 minutes	15 hours
10 minutes	31.5 hours
15 minutes	47.5 hours
20 minutes	65 hours
25 minutes	95 hours

## Attendance Guidelines

Good attendance at school is very important. If you are not here, you can't learn! This year we aim to have an attendance percentage of 96% or above. Holidays are not allowed during term time. Only in exceptional circumstances will permission be considered.

Every child has 175 non-school days a year (175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments)					
190 school days in each year	10 days absence	19 days absence	29 days absence	38 days absence	47 days absence
190 days for your child's education	180 days of education	171 days of education	161 days of education	152 days of education	143 days of education
<b>SAFETY ZONE</b>		<b>AT RISK ZONE</b>		<b>DANGER ZONE</b>	
100%	95%	90%	85%	80%	75%
<u>Good</u> Best chance of success. Gets your child off to a great start.		<u>Worrying</u> Less chance of success. Makes it hard to catch up.		<u>Serious Concern</u> Not fair on your child.	

### **Illness**

Please do not bring your child to school if they are ill, no matter how much they protest as it really isn't fair to them, the other children, or the staff. If your child has a vomiting or diarrhoea bug the school implements a 48 hour rule that states that your child must not come in to school for 48 hours after the last episode of vomiting and/or diarrhoea.

Always inform the school if your child has to stay at home through sickness or any other valid reason by telephone before 10.00am on the first day of absence. The school telephone number is 0151 677 3335.

If we are concerned about your child's health during a session, we will contact you. It is then your responsibility to collect your child. Please ensure we always have at least **two current telephone contact numbers**.

### **Medicine**

If medicines are prescribed for your child, we ask if they can be taken outside of school hours (8:00am, 3:30pm and bedtime). The school will only accept medicines that are in-date, labelled and provided in the original container, as dispensed by the Pharmacist and which include instructions for administration, dosage and storage or non-prescription drugs purchased if in the original packaging containing instructions and dosage. Primary age children should not carry medicines except possibly inhalers, epi-pens or insulin accompanied by written consent to the school.

For pupils with more complex needs school will draw up an Individual Healthcare Plan with parents and medical staff, with everyone concerned agreeing what action they will take to support the pupil.

## General Safety Notices

Please help to keep our children, community and site clean, tidy and safe by following our rules.



### No Smoking Policy

Smoking is **not** permitted in any part of the school premises or grounds, at any time or by any person, regardless of their status or business within the school.



### Parking

**PARKING is restricted to staff only.**

Anybody dropping off or picking up children **MUST NOT** bring vehicles on to the site. **A barrier is in operation and you will be refused admission unless you have prior permission.**

Please be respectful to our neighbours if parking in nearby roads.



### No Dogs (except guide dogs)

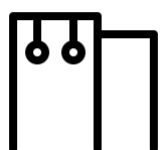
**No** dogs are allowed in the school grounds for health and safety reasons. This includes dogs being carried or in carriers.

Note – Please do not stand with your dogs, blocking the main entrances onto the school grounds.



### Scooters and Bikes

As part of our Healthy School status, children are encouraged to use alternative methods to travel to school. However, any bikes or scooters must be dismounted when you arrive at the school gate and should not be ridden on school grounds including the entry and exit paths. They can be left in the on-site cycle stores. May we remind you that items are left at the owners' own risk.



### Playground Equipment

Climbing and play equipment **MUST NOT** be used by children before or after school for health and safety reasons. Please keep your children with you at all times before and after school. This equipment is only to be used during the school day when supervised by school staff.

**Thank you in advance for your support.**



**Overchurch Infant School has an active  
'Friends of Overchurch Infant School' (or FOOIS).**

All parents are welcome to join; you are automatically  
'members' as soon as your child starts with us.

For further information, you can follow them on:



Friends of Overchurch Infant School



@FriendsofOCinfs



[friends@overchurch-infants.wirral.sch.uk](mailto:friends@overchurch-infants.wirral.sch.uk)

**We are very much looking forward to your child starting Reception in September and to you all being part of our Overchurch Infant School family.**

We are looking forward to working in partnership with you and if you have any questions, please do not hesitate to contact us.



**School Office: 0151 677 3335**

**Email: [schooloffice@overchurch-infant.wirral.sch.uk](mailto:schooloffice@overchurch-infant.wirral.sch.uk)**

**Website: [www.overchurchinfantschool.co.uk](http://www.overchurchinfantschool.co.uk)**

**The information in this booklet is correct at the time of printing. Any major alterations will be notified to you via newsletters etc.**