

# Welcome to Reception Class



We have made this for you to share with your family and friends to help you get to know the Reception classroom and the rest of the school.

This is your Reception **Class Teacher**

Hello, I'm  
Mrs Green



These are the other adults who work in Reception.



Hello, I'm  
Mrs Divall

I'm  
Mrs Barker



I'm  
Mrs Filippini



Some other adults who you will meet at school.

Our Head Teacher is called **Ms Sparrowhawk**.



This is **Mrs Fleck**. She works in the school office.



Our SENDCo (Special Educational Needs Coordinator) is called **Mrs Flavin**

We hang our coats outside on the trolley.



You can choose whether you will have a packed lunch or a hot school meal.

Your Grown Up will help you to choose and order this at home.



If you have a packed lunch box you can put it on the trolley.



This is our outside learning area.



We have lots of fun learning outside!

In the Reception Class we have our own toilets.



Don't forget to wash your hands!



The hand driers are noisy, but you'll soon get used to them!

At lunchtime we eat our lunch in the big hall.

Some children have packed lunches and other children have school dinners, which are very yummy!



Afterwards we go out onto the playground and have fun playing and making new friends.





Here are just some of the things you will do at school. You will...



work at the teacher's table



visit the school library



play with the toys



read books



get messy with sand and water



write and draw





paint a picture or  
make a model



dress up and pretend  
in the role play area



Count, measure and make  
patterns with shapes



do PE, have assemblies and  
sing in the hall

**and lots more....**

We look forward to seeing you soon and hope you will  
be very happy here at  
**Hatch Ride School**



## **Other useful information for parents**

### **What time does school start and finish?**

School hours are 8.50am - 3.15pm. Years 1-6 line up in the playground but, in Reception, please bring your child to the steps at the back of the classroom from 8.45am where there will be adults to welcome them.

### **What if I am late?**

After 8.50am, please take your child to the school office where Mrs Fleck will sign them in and bring them to the classroom.

### **What if my child is ill and will be absent from school?**

Please phone the office on 01344 776227 or use the absence reporting icon in the Weduc - Reach More Parents app and leave a message before the start of school. We hope they feel better soon!

### **What if my child is ill at school?**

We will contact you if we believe your child is not well. Please let us know in the morning if you have given your child any medication before school, or if they have complained of feeling unwell, as it helps us to build up the bigger picture. If your child requires medication during the school day, please fill in a form at the office. We do have cushions and blankets in Reception and encourage children who are tired to rest.

### **What should my child bring to school?**

- Book bag (not a rucksack please, as the children's bags are stored in trays)
- PE kit in a named bag
- Outdoor kit – wellies, waterproofs in a named carrier bag. Please ensure all items are named
- Named water bottle
- Optional – snack/ packed lunch

### **How will I know what is going on at school?**

We encourage you to register for the Weduc – Reach More Parents app, which we use to keep you up to date with messages, information, and updates and other letters. There is also lots of information available on the school website [www.hatchride.com](http://www.hatchride.com).

## **What can my child have for lunch?**

School dinners are free for all infant children. There is a three week rotational menu and your child has a choice of a main course, a vegetarian option, a jacket potato with different toppings and a packed lunch option. Bread and salad are always available, with water to drink. There is a choice of pudding, jelly, yoghurt or fruit salad. Lunches are ordered online at home via Parentpay, you will be sent an individual code to enable you to set up an account.

## **What is a suitable lunch?**

We encourage you to provide a healthy, balanced packed lunch at Hatch Ride. Please ensure you pack a suitable amount for your child. We encourage the children to have playtime after they have eaten, and packed lunches that contain too much food can result in them missing out on much needed fresh air and exercise. Please ensure that there are no nuts, sesame or nut products in your child's lunchbox, as we have children at the school with serious allergies to these foods.

## **What about drinks and snacks?**

We ask that all children bring in a named water bottle every day. We encourage the children to drink throughout the day and we have a water fountain where they can be topped up. Free milk is provided for all children until their fifth birthday. After this, milk can be ordered from [www.coolmilk.com](http://www.coolmilk.com). Free fruit or vegetables are also provided for all infant children for snack time.



## **Are there special assemblies?**

All year groups have their own assembly each term – dates for all of these will be in the school newsletter.

## **Can my child ride to school?**

Your child can ride a bike or scooter to school. However, on entry to the school grounds, they are required to dismount and push them for the safety of others. There is a bike shed for storage – please bring your own lock. School cannot be responsible for the safety of bikes and scooters while on our premises.



## **What should be in the book bag?**



It will seem pretty empty at first! Your child will not need a pencil case as everything is provided at school. They will get different books to read at home – more details will follow as appropriate.

## **Can my child bring things from home?**

We ask that children do not bring toys from home to play with during the day. However, each week, a different group of children will have the opportunity to take part in Show and Tell. Details will be in the class newsletter.

## **What should my child wear?**

Please see the separate sheet covering school uniform requirements.

## **What if my child has a toileting accident?**

This isn't uncommon at all and we will support your child to get cleaned up and changed. A spare pair of pants and school clothes in a plastic bag popped in their book bag is always useful. However, we do have spares at school too.

## **What if my child hurts themselves at school?**

Minor bumps and scrapes are cleaned and patched up and we will let you know at the end of the day. If your child has a bump to the head, they will be assessed and a yellow form completed with details of the bump. You will receive this bumped head form at the end of the day. We will contact you if your child has an incident that causes us any concern.

## **What about going outside?**

We like to make use of our fabulous grounds and outdoor classroom as much as possible. It is important that all children are appropriately dressed for the weather, and keep in school the following labelled items:

- Waterproof trousers and jacket
- Wellington boots

Health and Safety requires that all children must have their legs and arms covered when outside in the wooded area.

## **What if my child goes to Beehive Breakfast Club/After School Club?**

We have communication systems set up so that messages can be passed either way. Your child is escorted to and from Beehive at the beginning or end of the day.

## What if I am worried about something?

The table below has been designed to support effective communication between school and our families. It is a tiered approach which aims to support both parents and staff and allow the opportunity to resolve concerns efficiently and effectively.

### Home-school communication

#### Tier 1

This is the first point of contact between families and school. All email communications to class teachers are to be sent via the office at [admin@hatchride.wokingham.sch.uk](mailto:admin@hatchride.wokingham.sch.uk) and will be forwarded on to the relevant staff member. Obviously, where teachers are teaching or otherwise working with children at lunchtime or after school or work part time, any replies to emails will be completed at the first opportunity to do so. No class teachers will respond to parent/carers emails from their school email address or through social media communications.

Office staff	Class teacher
<ul style="list-style-type: none"><li>• Reporting an absence</li><li>• School events information/changes to usual school day (please check WeDuc – Reach all parents/newsletter/parentmail/website first)</li><li>• Information regarding clubs</li><li>• Request/return forms requesting a leave of absence</li><li>• Medication/injuries/illness</li><li>• School lunch queries</li><li>• Payments</li></ul>	<ul style="list-style-type: none"><li>• Home learning queries</li><li>• Behaviour issues/concerns</li><li>• Home/pastoral/friendship concerns</li><li>• Class activities/events/trips</li><li>• Learning/progress concerns</li><li>• Curriculum queries</li></ul>



#### Tier 2

If after working with the class teacher, further support is required, the following members of the senior leadership team are available. This can be organised through the school office or in collaboration with the teacher currently dealing with the query.

SENDCo	Deputy Headteacher
<ul style="list-style-type: none"><li>• Escalated SEND concerns</li><li>• Information about SEND external agency referrals</li><li>• On-going SEND correspondence</li><li>• Emotional/mental health support</li><li>• Safeguarding concerns</li></ul>	<ul style="list-style-type: none"><li>• Safeguarding concerns</li><li>• Escalated behaviour concerns</li><li>• Escalated pastoral concerns/confidential information</li></ul>



#### Tier 3

Headteacher
<ul style="list-style-type: none"><li>• Safeguarding concerns</li></ul>

- Staff concerns
- Policy enquiries
- Issues still requiring resolution after Tier1 and Tier 2
- Complaints procedure
- Attendance