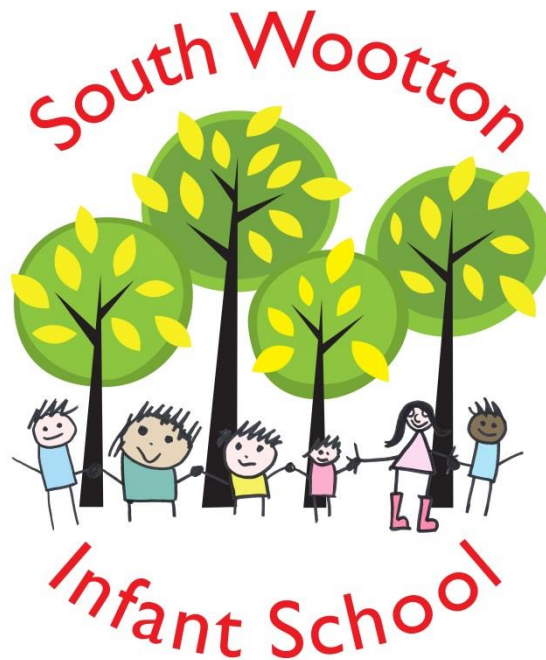


# Welcome to Reception at



9 Church Lane, South Wootton, King's Lynn PE30 3LJ

Tel: 01553 671552

Email: [office@southwootton-inf.norfolk.sch.uk](mailto:office@southwootton-inf.norfolk.sch.uk)

Thank you for choosing our school!

We are delighted that your child will be joining us in September. We are very much looking forward to getting to know them and you!

Starting school for the first time is a big step for any child as well as parents, so our aim is to make it as happy and enjoyable an experience as possible.

This booklet tells you some of the information you will need to know before your child starts school.

Please do not hesitate to contact school if you do have any questions.

The Reception Team.

# Meet the Reception Staff



Mrs Fuller  
Fox Cubs Class Teacher  
EYFS Lead



Mrs Gould  
Fox Cubs Teaching  
Assistant



Miss Sampson  
SEN Teaching  
Assistant



Mrs Chaplin  
SEN Teaching  
Assistant



Mrs Burt  
Rabbits Class Teacher  
Deputy Head



Mrs Reeve  
Rabbits Teaching  
Assistant

# A day in the life of SWIS

## What are the times of the school day?

8.45 – 9.00 – Gates open and children arrive into classrooms

Reception

Year 1 and Year 2

9.00 – 11.45 – morning session

9.00 – 12.10 – morning session

11.45- 12.45 – lunch

12.10 – 1.10 – lunch

12.45 – 3.15 – afternoon session

1.10 – 3.15 – afternoon session

3.15 – Home time for all children

## Mornings

Children can arrive from 8:45am onwards and will be supervised in their classrooms. Children should say goodbye to parents at the gate. There will be staff on the playground to greet them.

Registration is at 9.00am and it is important that all children are at school by this time. Class registers are closed **15 minutes** after the official start of the morning and afternoon sessions. Children who arrive after that time will have an unauthorised late mark recorded against their names. All children who arrive late must register at the school office.

## Hometime

Parents or carers should come onsite to collect the children at the end of the day. Fox Cub parents should wait on the front playground and Rabbits parents should walk around to the Reception cloakroom doors at the back of the school.



# Our Learning Environments

## Indoor Classroom



## Outdoor Classroom



## Forest Area



‘Forest school is an inspirational process that offers **ALL** learners regular opportunities to achieve and develop confidence, and self-esteem through hands-on learning experiences in a woodland environment.’



At South Wootton Infant School, in all weathers, children play and explore in our forest area. The Forest School sessions provide empowering, purposeful learning, where children thrive through 'awe and wonder' experiences of the world.

Here are some of the exciting 'real life' opportunities that your child may be a part of:

- Knot tying (different knots for different purposes, such as tying up a hammock!)
- Fire lighting, fire safety, and cooking on a fire.
- Tool work (such as learning how to use a saw, knife, and other tools safely).
- Nature and species identification activities.

Permission is required for your child to participate in Forest School sessions.

## Curriculum

Throughout the year, the children in Reception play, make friends, develop and learn. They are encouraged and supported to explore and create both indoors and out. They grow in confidence and independence with their natural curiosity stimulated at all times. Above all we want the children to enjoy themselves and have fun, believing that the best learning happens when they are happy



The Early Years Foundation Stage (EYFS) applies to children from birth to the end of the Reception year. The Early Years Foundation Stage is important in its own right and it prepares children for later stages of education.

The curriculum of the Foundation Stage underpins all future learning by promoting and developing the **prime areas** of:

- Personal, social and emotional development
- Communication and language
- Physical development

And the **specific areas**;

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design





In addition the framework describes three characteristics of effective learning which are playing and exploring, active learning and creating and thinking critically.



**Play** helps the children make sense of their world. They practice their ideas and begin to understand the need for rules. Children are given the opportunity to think creatively and solve problems both alongside others and independently.

Work towards the Early Learning Goals is planned through themes and these are adapted based on the children's interests and fascinations. The children are taught through a balanced provision of adult-led and child-initiated learning sessions. Children have access to a range of carefully selected resources to enhance their learning, including free-flow access to the outdoor environment throughout the day.

The activities planned, both focused and independent, reflect all seven areas of the EYFS. Each class follows children's interests linking to the EYFS and special times and festivals are celebrated together across the year group.

The children have daily phonics input in the Reception classes, based on Letters and Sounds.

Throughout the day every opportunity is taken to develop mathematical concepts and awareness. Children have daily maths experiences and planning for this is consistent across the Reception year group. Careful

planning ensures a broad and balanced range of play-based learning based on good early years practice.



## Tapestry

The children's learning journey through Reception is captured using a piece of educational software called "Tapestry". Observations, photographs and videos are uploaded onto Tapestry. By logging on with a secure username and password you will be able to see these (you can also view them by downloading the 'app'). You will be able to add your own photos and comments about what your child is doing at home.



TAPESTRY  
ONLINE LEARNING JOURNAL

# Home Learning

The most effective learning and progress is achieved when your child is supported at home as well as in school. Throughout the year sounds and words which are being taught in school will be sent home and should be practiced on a regular basis. We would like every child to leave **SWIS** with a love of books and reading. Sharing books and reading with your child on a daily basis is very important. We are introducing a new digital Reading Log from September which can be accessed using a mobile, tablet or computer where you can comment on your child's reading or send audio clips to their teacher.

Key Instant Recall Facts (KIRFS) are taught in maths to support mental fluency skills that underpin much of the mathematics curriculum. These will be communicated to you via Tapestry.

There will be opportunities through the year to come into school and find out more through both parent information sessions and events such as our Learning Cafés when you can join your child in their class.

# School Dinners

All children at South Wootton Infant School are currently eligible for free school meals under the Government's Universal Infant Free School Meals scheme. Our meals are nutritionally balanced and are prepared and cooked on site by trained catering staff. All diets can be catered for and there are various options for the children alongside the main hot meal of the day including a filled jacket potato and a packed lunch.

Tri-weekly menus are sent out and we ask that meals are selected from this to enable us to plan for numbers. Changes can be made to these original selections by contacting the school office.

Parents in receipt of Universal Credit, Income Support, Jobseekers Allowance (income based) or Child Tax Credit (see the office for more details) please see more information on page 19



## Snack

All children at the school are provided with a healthy snack through a Government scheme. They can also have milk. This is ordered and paid for through the school office. Children are encouraged to have their water bottle in school and are allowed to drink from this as needed. Please note that these bottles should only contain water. The children can bring a flavoured drink to have with their lunch.



## Breakfast Club

There is a daily Breakfast Club run by school staff from 7.45am to 8.45am. The children are offered a healthy and nutritious breakfast, followed by a variety of activities. They are supervised until 8.45am when they are able to go through to their classrooms. The cost is £3.50 a day, although this is reduced from £6 to £5 for two siblings attending the same session. The money is payable daily, weekly or half termly as preferred. Booking forms for Breakfast Club are available from the office.



## After School Club

There is an After School Club at the Junior School which accepts children from us too. Staff from the Junior School collect the children and walk them round there after the school day has

finished. For further information please see the Junior School website (<https://www.southwoottonjun.co.uk>) or telephone 01553 674596.

## Attendance

The children are expected to attend school for 190 days out of the year. There are times when your child cannot attend due to illness. We ask that you inform the school by telephone if your child is unwell. Where possible we ask that medical appointments are made outside school time although absences for hospital appointments will be authorised if they are unavoidable.

It is not acceptable for your child to miss school for reasons such as a shopping trip, a birthday treat or a day out. Every day missed is a blank space in a child's education. Regular absences can mean that a child finds it hard to link teaching and learning and this can affect their academic progress as well as their social relationships.

Holidays **should not** be taken in term time. Any holidays of four or more days could result in a fixed penalty notice being issued by the Local Authority.

Attendance is a priority for the Department for Education. There is new statutory guidance in place for September 2023. We need to work together to ensure that your child's attendance is 100% or as close as possible.

## Uniform

Our school uniform consists of a red sweatshirt or cardigan, a red or white polo shirt and grey or black trousers, shorts, skirts or pinafore. Shoes should be black with velcro fastening to aid independence.

On Fridays, the children should come to school in grey or black jogging bottoms, a red T shirt, velcro trainers to aid independence and a Fit Friday hoodie which will be provided by school.

Sweatshirts and Cardigans with the school logo, polo shirts and PE kits along with other items are available from our suppliers Stratfords. They have set up online ordering and uniform is pictured on line.

Please ensure everything is named.

## Your child's first day/week at school.

The children will start with a 'staggered entry' in small groups which aids an easier transition into school. This provides the opportunity for the adults to help the children become familiar with their new environment and to settle in happily.

## School Dog



We have our own School Dog named Denis. He comes to school every and has been specially chosen as he is a breed which does not moult, is known to be child friendly and intelligent.

He spends time in the classrooms and is also available for the children to visit if they need some comfort as dogs are known to help reduce levels of anxiety and increase well-being.



# Things to do before your child starts school

- Look through this booklet and familiarise yourself with the reception team and some of the exciting things you will be doing.
- Enjoy sharing stories and rhymes together.
- Look for numbers and words all around you and talk about them (e.g door numbers, bus numbers, shop names..)
- Practise recognising and writing your name.
- Encourage your child to be independent when putting on their coat, shoes and wellies.
- Encourage independence when they go to the toilet and wash their hands, be able to blow their nose on a tissue and put it in the bin.
- Practise using a knife, fork and spoon especially if they are having hot school dinners.



## Get involved in School Life

There are various ways parents can become more involved in school life.

Do you want to  
make a difference?

Are you  
interested in how  
your child and  
others learn?

Do you want to help South  
Wootton Infant School become  
the best it can?

If you answered yes to any of these questions, consider becoming a governor at South Wootton Infant School. You can find out further information from the Headteacher or enquire in the School Office.

We also have an active Parent, Teacher and Friends Association (PTFA) who run events to raise money for the school to pay for the extras like coaches to go on visits, big pieces of equipment and books for the school library. If you can spare some time to help with events etc please look out for dates of meetings in September.

There will be opportunities to come into school through the year to find out more about your child's learning and even join them in the Classroom.

## Attendance at South Wootton Infant School

Parents are expected to	School is expected to	School Governors are expected to	The Local Authority is expected to
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>



# Term Dates



Norfolk County Council

# 2023-2024

Norfolk Model Calendar

This calendar applies to community schools, community special schools, VC schools and nursery schools and sets the days on which school transport will be provided. While most Foundation, VA, foundation special, free schools and academy trusts who are able to set their own dates, adopt the Norfolk Model, we advise you to check with your child's school before making holiday or other commitments.

September 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2023						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2023						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2024						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2024						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2024						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Key : White dates - schools open to pupils  
Yellow dates - pupil holiday  
Red dates - bank holiday

Five staff training days will be selected from yellow dates, we suggest 4th & 5th September, 3 January, 28th March and 22 July. Some may choose to use twilight hours for staff training instead of some or all of these.

## Further Information on Free School Meals

All of the children at South Wootton Infant School are entitled to a school meal under the Government Universal Infant Free School Meal Scheme. You can apply for school to get **extra funding** from the Government (called Pupil Premium), if you receive one of the benefits listed below:

- Universal Credit - with an annual earned income of no more than £7,400 after tax
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190

This money helps us to support your child and others in the school with additional resources such as small group time and extra books etc.

Please apply if you think you may be entitled. You can apply online using your Norfolk Education Online (NEO) account. You can use the same account for 2-year-old childcare funding and school admissions.

If you have applied for school admissions online before, you may already have an account.

Any questions please contact the school office.

By applying you are potentially helping us to provide even more for your child and others at the school.