



WELCOME TO
RECEPTION

Starting School at
Claycots

Welcome to Claycots School Reception and thank you for choosing our school.

At Claycots we are passionate about Early Years and ensuring that children have the very best start to their school life so that they are able to fulfill their potential later on. We believe that every child can make progress, if they are given the right support.

All children learn more in the period from birth to five years old than at any other time in their lives and during the Reception year you will see your child develop quickly in all areas - academically, socially and emotionally. We aim to provide a secure and nurturing environment where children can flourish, gain independence and confidence and learn new skills.

Claycots is a good school with an enormous amount of potential to improve further and a positive staff team who are committed to ensuring that outcomes for our children are the best that they can be. This is a really exciting time for our school as we look towards the future.

This booklet should provide you with some of the essential information that you will need before your child starts with us. However, should you have any questions please do not hesitate to contact the school using the contact details provided at the end of this booklet.

We look forward to welcoming you and your child in September!

Our School Values

At Claycots, we have four core school values. These values underpin our approach to learning, the way we treat one another and provide an environment that can prepare our children to be confident, happy individuals ready to make a positive contribution to society when they leave us.

Curiosity

Kindness

Respect

Integrity

We expect our whole school community to uphold these values and to work together to ensure that the needs of the children are at the heart of everything we do.

The School Day

Start of the school day

The school day begins at 8.45am.

Lunchtime

Reception : 11.30am – 12.15pm

End of the school day

Reception finishes at 3.15pm.

Being on time

Your child's day starts promptly at 8.45am.

Children arriving after this time should enter school via the office and are recorded as late.

Regular attendance

Regular attendance is vital for your child to make good progress academically and socially. We expect all children to aim for attendance of at least 95%.

If attendance is a concern for any reason, the Attendance Officer will establish close links between home and school. They have the responsibility of ensuring that every child of school age receives full-time education and works closely with the school to ensure that this happens.

If your child comes to school regularly they will enjoy their learning and make good progress. School is preparation for life. Help your child to do well by ensuring prompt and regular attendance.

If your child is ill, please ring the school office at 8:00am and leave a message on the school's answer machine providing your child's name, class and reason for absence.

The school is unable to support families booking holidays during term time for any reason. All holiday absences will be recorded as unauthorised. Parents who take their children away for a holiday during term time risk being fined by the Local Authority.

School Uniform

All children from Reception to Year 6 are expected to wear uniform.

Uniform requirements are as follows and can be purchased from any supermarket:

White shirt, blouse or polo-shirt
School tie (non-compulsory)
Grey trousers or a grey skirt or dress
Green jumper or cardigan
White or grey socks or tights
Black school shoes – no boots or trainers

In the summer, children may choose to wear grey shorts or a green check dress.

PE Uniform

All children should change into PE kit for all PE lessons. PE kit is as follows:

House colour T shirt
Black shorts, tracksuit bottoms or leggings
White socks
Black plimsolls

PE bag to keep kit safe and tidy

Your child will be provided with a free school bag.

If you wish to purchase branded uniform, this can be purchased through School Days Direct either via the website
[http://www.schooldaysdirect.co.uk](http://www schooldaysdirect.co.uk) or directly from the shop

School Days Direct Ltd
20A Buckingham Avenue
Slough Trading Estate
Slough
SL1 4QA

Tel (01628) 665353
info@schooldaysdirect.co.uk
www.schooldaysdirect.co.uk

****PLEASE MAKE SURE THAT ALL UNIFORM AND PE KIT IS CLEARLY NAMED, INCLUDING SOCKS AND SHOES *****

Hair

Please help your child to keep their hair neat and tidy by tying or clipping it back if it is long.

Jewellery

Please do not allow your child to wear, or bring, items of jewellery to school. If your child has pierced ears, only studs may be worn. Studs should be removed for P.E. and Games, so should only be worn if your child knows how to remove them and is able to keep them safe. We cannot take responsibility for any loss or damage to jewellery worn or brought to school by children. Children may wear a watch.

Spare clothes

Please help prepare your child for school by encouraging them to be independent with toileting. If you have any concerns about your child please speak to their teacher.

We fully understand that accidents can and do occur and we ask that you send in spare clothes in a named bag so we can change children if necessary.

Security

At Claycots children come first. Their safety is our priority. The headteacher, staff and governors are aware of their responsibility to ensure that all members of the Claycots community feel safe and secure when they are on the premises.

To ensure security, the school operates the following systems:

- All visitors must report to reception upon arriving. This includes parental enquires. Parents must not enter school via classrooms and doors other than the main reception area.
- All visitors must wear a visitor lanyard all times. Staff are aware of their responsibility to question anyone who appears to have no authorisation to be on the school premises.
- We will not allow children to leave the school with adults whom we are not expecting. If a parent has arranged for someone else to collect their child, the school must be informed.

Concerns

We hope that you will find a warm welcome at Claycots School but are always here to help with any questions or problems that arise. If you wish to raise any concerns we ask that you speak to your child's teacher in the first instance. If this does not resolve the situation you will be referred to the Year Leader and following this, if necessary, a member of the Senior Leadership Team.

Parent Pay

Our school operates a cashless system through Parent Pay.

ParentPay enables you to:

- enables you to pay for lunches, school trips and other items such as uniform and clubs
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a Parent Pay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

We will send you an activation letter containing your activation details to enable you to set up your Parent Pay account.

If you have more than one child at a Parent Pay school/s you can add them to a single account, providing one login for all children at Parent Pay schools.

School Meals

From September, Claycots will supply all children in Reception with a hot meal and there will not be the option to bring a packed lunch in from home. The reason for this is that the meals for children in Reception, Year 1 and Year 2 are fully funded by the Government and we believe that it is really important that all parents take advantage of this.

We do understand that this will be daunting for some children so if you do have any concerns or your child has a specific food allergy, please do not hesitate to contact either Marge Randall (Catering Manager at the Britwell campus) on m.randall@claycots.com or Karan Birk (Catering Manager at the Town Hall campus) on k.birk@claycots.com. They will be able to help you with specific, individual menus where necessary.

The school provides both halal and non halal options each day as well as a vegetarian option. We provide healthy food and a number of options and we are confident that your child will enjoy the high standard of food on offer.

We will be providing a number of opportunities over the coming term, for parents and children to taste some of the food options available so please take advantage of that.

Drinks

Water is provided throughout the day. Each year base has drinking water available for pupils and water fountains are available around school. During lunchtimes, water and milk are the only drinks available to pupils.

The Reception Year

In Reception children follow the Early Years Foundation Stage curriculum. Children develop independence and a love of learning through a combination of structured play and adult led taught sessions. By being curious and exploring children make links between their learning and therefore develop their knowledge, skills and understanding across all areas of development.

Our curriculum includes structured ways of teaching phonics, reading and writing - you can find out more about this in the Autumn Term parent information meeting.

Children are able to move freely around the Reception provision including the outdoor area for some parts of the school day. During this time, they can take part in activities of their choosing. We match the play and resources to individual needs and interests so it is purposeful. This allows children to extend their learning and explore their ideas in all areas of the curriculum.

The learning environment is arranged to provide an orderly, calm and stimulating space in which children can independently find, use and return the resources they require.

Outside Play

All the children go outside as part of our learning. This is just as important as indoor play. The children go outside every day and so we encourage parents to send in a waterproof coat and wellington boots for those rainy days we often experience! If we are lucky to have sun, they will need sun cream applied before coming into school and a named sun hat.

Reading Books

During the Autumn Term, children will receive a reading book and high frequency words to learn to read. Please read with your child as often as you can and write in the home school diary to let the school know how they are getting on.

House system

When your child starts Claycots they will become a member of a house team. The house teams are:

- Dorney: **Blue**
- Thames: **Yellow**
- Jubilee: **Green**
- Bray: **Red**

Your child will belong in the same house throughout their time at Claycots. Throughout the year there will be a number of house competitions, including sports, music and art. House teams instill a sense of belonging, promote team work and add an element of healthy completion amongst peers. By demonstrating an excellent attitude, trying their best in their learning and showing leadership qualities through behaviour, children can earn house points which are accumulated as a whole school. Rewards are given to each house and individuals at the end of term.

A final note

We hope your child enjoys their time at Claycots and hope that this has helped to answer some of your questions. If you have anything you would like to ask or discuss, do not hesitate to contact our Reception staff. We have an open door policy and are committed to working together with our families to give each and every child the best possible start to their education.



Claycots School Britwell Campus
Monksfield Way
Slough
SL2 1QX
01753 521215
enquiries@claycots.com



Claycots School Town Hall Campus
Bath Road
Slough
SL1 3UQ
01753 531415
enquiries@claycots.com



Sarah Mijatovich
Headteacher