

Highfield Primary School



Reception

Happiness **P**romotes **S**uccess

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Head teacher
Deputy Head teacher

Lisa Corrigan
Jillian Burns



Highfield Primary School Reception

Welcome

Highfield Primary School is a co-educational day school for children aged from 5-11 years. It also has its own 26 place Nursery. It is situated in the centre of the London Borough of Hillingdon, in the village of Hillingdon, to the south of the Western Avenue and close to the Uxbridge Road.

The School was opened in 1969 and has undergone major building works to accommodate the growing number of children wishing to join Highfield Primary School. The school is set within extensive grounds which create many opportunities to take learning outside of the classroom and also giving the children space to have fun and play during break times.

Aims and Ethos

Highfield is a small caring school providing a warm and secure atmosphere in which each child fulfils his or her real potential. We prepare pupils for a life in which they will play an active role in their own family, in their secondary education and within the local community.

We see the Foundation Stage as the start of a child's learning journey with us at Highfield and we want to develop a sense of belonging right from the beginning. Therefore, we have introduced school uniforms for all children. Parents will be able to purchase, from our uniform suppliers PMG Schoolwear.

We expect all of our children to respect others and receive respect themselves. We wish them to be happy in their work and to recognise that the main reason for their being with us is to learn. Close collaboration between individuals is encouraged.

Our expectations of all children, in their learning and in their social development are high.

The curriculum we offer is broad and challenging. Every effort is made to make sure that children work at the level, which is appropriate to their ability.

We value the partnership with our parents to achieve the high standards we all expect. Through termly open days we offer the opportunity for parents to discuss their child's progress with the class teacher.

As a primary school, with teachers liaising closely, we work to ensure that children transfer from class to class each year with confidence and ease.





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Welcome to the Foundation Stage

A very warm welcome to our school. We hope your child will have a happy time and that together in partnership with you, the parents/carers we will give the best possible start to their education.

The Members of staff for Reception are:

Reception Class

Mrs D Gil	Class teacher
Mrs F Begum	Teaching Assistant

Other key members of staff will support the Reception staff from time to time.

Phase Leader – Miss D Lewis

Times of school are:

Morning Session: **8:30am – 11:50am**
Lunchtime: **11.50 am – 12:50pm**
Afternoon Session: **12:50 pm – 3.15pm**

Ms L Corrigan

Head teacher





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The Early Years Reception Class at Highfield Primary School:

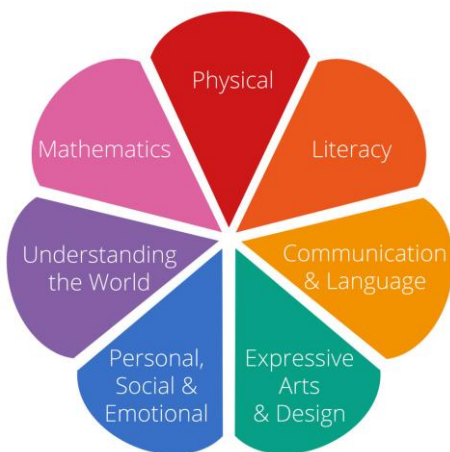
At Highfield we provide an inclusive, happy, nurturing and positive learning environment which allows all children to develop to their full potential. Pupil wellbeing is the foundation of all learning and personal growth. Our commitment to our children's wellbeing is guided by the five core S.C.A.R.F. values of: Safety, Caring, Achievement, Resilience and Friendship, which are embedded in daily life at Highfield.

Our Reception curriculum is designed to enable our pupils to explore and thrive through play. We focus on building independence, developing their communication and language skills and supporting them in understanding and managing their emotions.

Through a balance of child-initiated play and adult-led activities, our pupils are able to develop their problem solving, creativity and social skills.

The curriculum is organised into the seven areas of learning, within which there are three Prime Areas and four Specific Areas:

During the first six weeks of school, pupils complete a Reception Baseline Assessment. This is a short digital activity which children complete independently using a touchscreen. This national assessment is to give the school a starting point so that your child's progress can be measured from Reception until the end of Year 6.



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

Highfield Primary School 2026 - 2027 - Overview

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
All About Me	Let's Celebrate!	Superheroes	Amazing Animals	Once Upon A Time...	Under The Sea



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The School Day:

Morning Routine:

- **8:30 – The gate opens**
- Soft Start - Arrival & Self-Registration: Children are greeted by Mrs. Gil and Mrs. Begum on arrival and walk to their classroom together. Once inside the classroom they hang their coats on designated pegs, and find their name cards to "sign in"
- Morning Meeting: The class gathers for a welcome song, to discuss the day of the week or weather, and to set goals for their learning.

Play and Core Learning:

- Continuous Provision (Free Play): Children choose their own activities across various indoor and outdoor stations (e.g., building blocks, arts and crafts, role-play corners).
- Adult-Led Group Time: Practitioners hold short, focused sessions in smaller groups to introduce early concepts like phonics, numbers, or simple science experiments.
- Rolling Snack: Children are encouraged to visit the snack area independently or in small groups to wash their hands and grab fresh fruit, milk, or water.

Lunchtime:

- Children are taken into the lunch hall by Mrs. Gil and Mrs. Begum, and are supported in either collecting their hot lunches or opening their packed lunches by lunchtime personnel. Lunchtime personnel are present at all times to ensure that pupils can be supported and helped throughout the lunchtime service
- After they have finished eating the children go outside for lunchtime play in the EYFS playground

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Home Time

- **'Read@3'**: The day ends with a whole-class story, this is an initiative that takes place across the whole school at 3:00pm.
- **3:15 – Collection**





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Getting Ready for Reception

(Ideas for how parents/carers can support their children)

- **Boost Independence:** Encourage your child to manage tasks on their own, such as putting on their coat, fastening their shoes (Velcro over laces), and carrying their own bag. Practicing independent toileting and handwashing is also essential.
- **Adjust the Routine:** Reception days are often longer and more structured than nursery. Begin shifting their bedtime and morning wake-up times a few weeks in advance so the transition feels natural.
- **Familiarise with the School:** Walk or drive the school route together. You can read books about starting "big school" to normalise the experience and reduce anxiety.
- **Develop Social Skills:** Talk to them about how to share, take turns, and ask for help. Arranging casual playdates with future classmates can also help them build early friendships.
- **Practice Goodbye Routines:** Develop a quick, loving drop-off routine at home to reduce separation anxiety.
- **Label Belongings:** Get your child used to recognising their own name by pointing it out on their clothing or belongings. Let them practice opening their own lunchbox or water bottle at home





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Key Information relating to School procedures

Lunches at School

You have the choice of your child having a school dinner, which is free up until the end of primary school, or a packed lunch.

School dinners are provided by an external catering company. If you would like to use this service please follow the link to order.

www.colham.cateringplus.co.uk

Packed lunches need to be healthy and provide a balanced diet. Some savoury snacks like a sandwich, cheese bites, crisps etc. should be included along with something sweet like perhaps a yogurt, some fruit and a small biscuit or cake. Water is provided for the children during lunch in the hall.

Please note we are a **WATER ONLY** school.

Grapes are a choking hazard if they are left whole; therefore, they must be cut in half lengthways.

Chocolate bars and sweets are not permitted.

Please note that we are a 'Nut Free School' as some children are allergic to nuts and can have a severe reaction to them. Therefore, we **DO NOT** allow any nuts at school.

Packed lunches need to be provided in a named lunch bag with your child's name clearly written on the outside of the bag.

Children may not bring sweets or cakes into school to celebrate their birthday.

Absence from School:

If a child is absent from school for any reason then could you please notify the school office via email office@highfield.hillingdon.sch.uk.

Health and Welfare:

To ensure your child is safe at school, you must inform us of any allergies or other health problems. During the day, the children will eat a snack and lunch. It is important that we provide the children with foods that are safe for them to eat. We need to know if your child has any allergies or other health problems, to ensure we can care for them properly.

We need to know a suitable form of contact for you if your child is ill, so please make sure that we have up to date information, please let the office know if there are any changes.



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Equalities and Diversity:

Across the school (children, parents, staff, governors and friends), we treat everyone with respect and make no distinctions between gender, age or race.

School Reports and Parent/Teacher Meetings:

Parents consultations take place termly with the class teacher to discuss your child's progress. As teachers, we foster an open door policy and welcome communication with parents.

Clothes:

School uniform can be purchased from our uniform provider PMG Schoolwear, who are based in Uxbridge. It is by appointment only during peak times July to October. The link to our page on their website is as follows:

https://www.pmgschoolwear.co.uk/advanced_search.php?skl_id=76529&pager=view_all

Remember that children will be playing inside and out so please ensure your child comes to school with a coat in the cold weather and sensible shoes for climbing.

Reception children will use the hall for a P.E./Movement lesson. Children require a PE Kit, which should be worn on their PE days. The kit includes a Highfield blue PE shirt, also available from PMG Schoolwear, a black pair of shorts and a pair of plimsolls with a **velcro fastening (no trainers or laces please!)**

Please Label all of your child's clothing including coats and shoes.

Children may wear small stud earring. Other jewellery should not be worn for health and safety reasons. It can be dangerous and can easily be lost causing anxiety for the child. **Earrings must be removed for PE lessons.**





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I look forward to welcoming you and your child to Highfield Reception Class in September.

Ms L Corrigan Headteacher