

# Highfield Primary School



## Reception

**Inspiring Life Long Learners**

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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 52 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 nursery to infants, and from infants to juniors with confidence and ease.





## Highfield Primary School Reception

### 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**

Miss Ashley Castle

Class teacher

Mrs Oluwaseun Odeniyi

Teaching Assistant

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

**Phase Leader** – Mr James Darbon

Times of school are:

Morning Session

(Soft Start 8.30 am - 8.45 am)

**School starts promptly at**

**8.45 am**

Lunchtime

11.50 pm – 1.00 pm

Afternoon Session

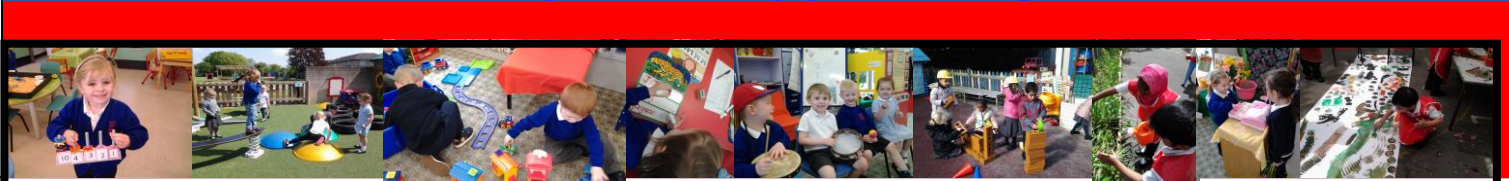
1.00 pm – 3.15pm

At the start of the school day, if a child has siblings in nursery, parents should drop off the child attending nursery before the primary school child. Parents should then pick up the primary child first before picking up their child in nursery.

Ms L Corrigan

Head teacher

### The Early Years at Highfield Primary School:



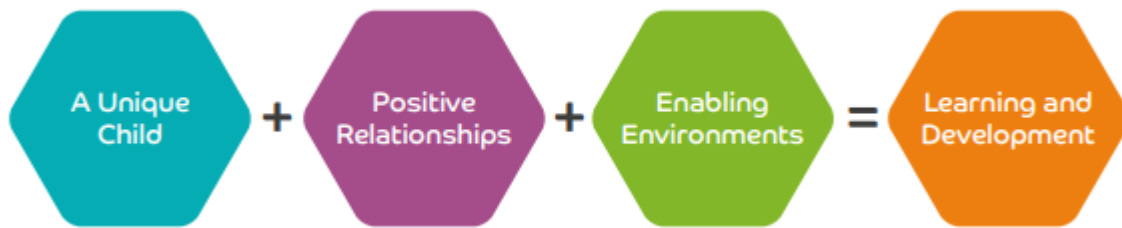


## Highfield Primary School Reception

At Highfield we will work collaboratively with parents/carers to ensure each unique child is given the learning experiences they deserve; the best!

We foster a welcoming and safe space where teachers and parents/carers should work collaboratively and share experiences the children have had.

Our young learners at Highfield will be exploring and learning in a stimulating and rich environment through play. As teachers, we will model and use varied language to develop positive relationships with the children and to offer the support the children.



(Birthto5matters page 8)

### What we learn The curriculum and guidance:

The emphasis in the Foundation Stage is on play – learning through first-hand experience and making school a pleasurable and rewarding place to be. Children are provided with a range of learning opportunities that best support them as a unique child.

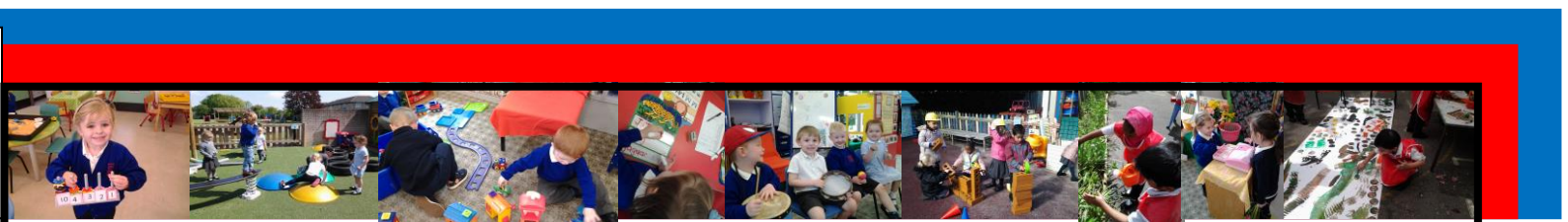
As teachers we focus our attentions on ensuring each child is able to learn at school. We foster a safe and welcoming atmosphere showing respect and understanding of individual differences in ethnic, religious, or family backgrounds, special needs, gender or ability.

Staff within the department communicate openly and fully to enable the smooth transfer from Nursery to Reception and Reception to Year 1.

Following the children's interest, the school year is divided into 'topics', with the activities and learning opportunities planned with this in mind. Throughout the year, skills will be developed building on what children already know. You will see your child gain confidence and competence in early mathematical and language skills.

The Early Years Foundation Stage Curriculum is divided into seven areas of learning. The three prime areas and four specific area. Please see below. If you would like extra information regarding the Early Learning Goals please see the document: 'Statutory framework for the early years foundation stage'

([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596629/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf)).





## Highfield Primary School Reception

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

### How we learn The School day:

Our school day starts at 8.30am. Children should be in the classroom and ready to learn by 8.45 am prompt. Where possible, please drop off and collect your child yourself. If this is not possible, then arrange for a known adult (relative, friend or neighbour) to do this.

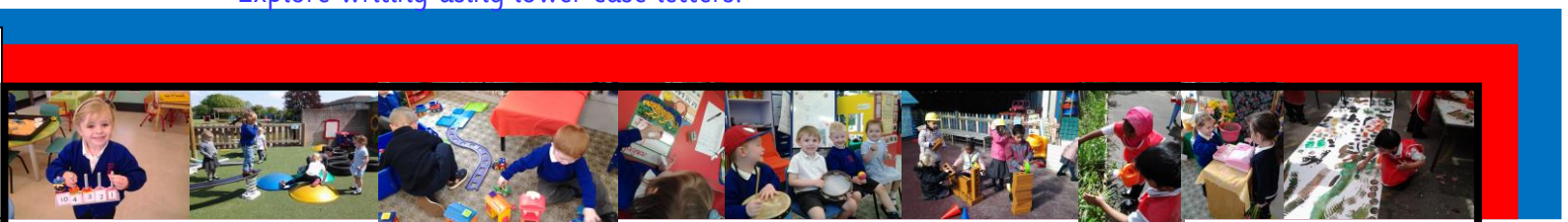
Each morning, the children will participate in a range of learning experiences. We will start the day with the register, during this time we will have a 'Maths Meeting'. We will practise our counting and representing numbers with concrete resources.

We will then have some teacher led activities (with a focus on Reading, Writing and Maths). This learning activity will take place either with individual children or in small groups.

Whilst the children are not immersed in the teacher led activity their learning continues as they independently explore a rich environment that has activities planned and resourced with their interest used as a guide.

### Ways that you could help your child at home:

- Please take an interest in what your child is doing.
- Take the time to talk to your child about what they have done during the day. Talk to them about any work they have brought home, giving lots of praise and encouragement.
- Share, read and sing stories with them (including nursery rhymes).
- Explore writing using lower case letters.







## Highfield Primary School Reception

### **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 KS1, 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](http://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. A soft drink is also needed but this should be a flat juice or squash, not a fizzy drink.

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](mailto: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.





## Highfield Primary School Reception

### 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 are invited in each term to meet their child's teacher to discuss their 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. The link to our page on their website is as follows:

[https://www.pmg-schoolwear.co.uk/advanced\\_search.php?skl\\_id=76529&pager=view\\_all](https://www.pmg-schoolwear.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.**

