



Community School
and
Children's Centre

Welcome to Reception

Information for Families



Hilsea Street, Hackney, London. E5 0SG

Telephone: 020 8985 7898

Fax: 020 8985 6966

Email: info@millfields.hackney.sch.uk

Web: www.millfields.hackney.sch.uk









<https://twitter.com/millfieldscscscc?lang=en>



<https://en-gb.facebook.com/millfieldscommunityschool/>

School Hours are: Monday – Thursday 8.40am - 3.10pm Friday 8.40-2.10pm

**Please come to school on time so we have as much time as possible to learn
and have fun**

Meet the Reception Team:	Class Teachers	Nursery Officers
<u>Hutchins Class</u>	Rana 	Mariam 
<u>Bond Class</u>	Mahalia 	Fatima 
<u>Cooke Class</u>	Cheniece 	Terri 

Assistant Head and Head Teacher

Vicky and Jane



Welcome to Millfields Reception Class

“We love to learn”

In total there will be 90 pupils attending Millfields Reception classes. Millfields Reception consists of three rooms and an outside space. It also has links through to Millfields Nursery and Children’s Centre where both day-care and education is provided. We share the same vision and ethos and we are able to share the facilities on offer within the Nursery and Children’s Centre e.g. the garden, the organic roof terrace and the sensory room.

Although your child will be registered to a specific class, they will be able to access activities in all the learning spaces in the Reception at different times throughout the day. Each day will provide a variety of learning experiences and there will be a mixture of child initiated and adult led learning sessions.

The Reception Team

The Reception team is made up of three teachers and three Nursery Officers. As we are a training school, there are often students/trainee teachers also working in the Reception. Your child will be designated a key worker and they will be your first point of contact if you have any questions, concerns or information to pass on. Your Key worker focuses on your child’s individual learning and development, helping to track their progress and learning through their Learning Journey. They are also there to support and engage with you as a family to guide your child’s learning at home.

Reception day: Mon-Thurs 8.50am-3.30pm (Fridays 8.50am-2.15pm)

Reception enter through the Reception gates to the left of the main entrance. If you arrive after 9am please take your child to the late gate which is monitored by a member of staff. For security reasons we lock the outside doors shortly after 9:10am. If you arrive after this time please ring the buzzer at the main entrance and identify yourself. If you do bring your child to school late, it is essential that you inform the main school office as registers are sent electronically by 9.10am every day.

It is important that you are punctual at the start and the end of the day it is unfair to the other children in the class to be disrupted in their learning and your child may become distressed if they are picked up late. No-one likes being left behind. **Punctuality and Attendance are monitored and poor punctuality/attendance will result in a meeting with**


the Local Education Authority's Education Welfare Officer, which may result in the cancellation of your child's school place at Millfields.







Time off School

If your child cannot attend school for any reason, i.e. medical or a family emergency, you can let us know through the free Studybugs app or website www.studybugs.com or telephone 02089857898, press option 1 and leave a message for the Senior Admin Officer who monitors attendance. In all cases of vomiting and diarrhoea, please ensure your child is 48 hours clear from their last attack before they return to school. Your child's absences and lateness will be monitored closely as a significant amount of absences or lateness can impact on your child's learning.

Authorisation for any absence is at the discretion of the head teacher and will be given only in exceptional circumstances. You must complete a "request for authorisation of absence from school during term time form" available at the school office. You cannot demand a pupils leave of absence for a holiday as a right – all requests are dealt with on an individual basis.

Reception Topics

We have a new topic each half term. Our school  page has lots of ideas and to support learning at home http://pin.it/Z_sR6Ce See what you can find out about them together!

Autumn 1 People Who Help us	Autumn 2 Festivals & Celebrations	Spring 1 Intergalactic Adventures	Spring 2 Minibeasts	Summer 1 Food	Summer 2 Water & Pirates
					












Trips

We start each topic by going on a WOW trip to spark our imaginations. You will be asked to sign a letter giving permission for your child to go out on local trips during the year, there will be separate letters sent for other trips and events.

Assemblies

Twice a year the children have a sharing assembly where they share work they have been doing in their classes with the rest of the school. You will be invited to these assemblies and will be informed of the appropriate date and time.

A Reception Day

8.40-9.00 	Self Registration Good morning Date Day Month Song				
9.10. 10.35  	Story of the week and Table top Intro Teacher: Focus Group Nursery Officer: Writing Groups 9.40 -9.10.15 Indoor carousel and free flow/Summer term whole class teaching Key Worker Sound time (RML Phonics) Reading through Play				
10.35-10.40 	Tidy Up time				
10.40-10.45 Fit 4 5	M	T	W	T	F
	Days of the Week song and actions	Have you got my number	Song time	Wake up Shake Up	Putumayo 5 monkeys
10.45-11.00 	Fruit and outdoor break				
11.00-11.45 	White Rose Maths Indoor carousel activities				
11.45-1200 	Tidy up wash Hands Sing along				
12.00-1.30 	Lunch				
1.30-1.45 	Good afternoon Focus group intro				
1.45-3.15 	Multi focus indoor and outdoor				
3.15-3.30 	Story time /Goodbye singing				

Settling in

When settling your child into Reception you will be invited to work closely with your child's key worker and all other staff to ensure your child feels safe and secure. It is expected that you should set aside **at least 2 half days** for settling your child. From the third day, your child is free to stay for the full session as long as you and the Reception staff agree that your child is well settled.

The needs of individuals will be taken into consideration within this period, therefore, you may be asked to stay on the premises during the settling in period and you should only leave when you have reached an agreement with the staff that your child is well settled. The staff in Reception are happy to offer advice and support during this period.

Parents' Evenings

Each term there are parent's evenings. This gives you the opportunity to make an appointment to see your child's teacher and Key worker to discuss your child's progress. If at any point throughout the year you need to see the teacher, please make an appointment with them directly for before or after school. It is unlikely you will be able to see the teacher during the school day.

Book Bags

On entry to school your child will receive a school book bag and a home reading record book. There is a supporting reading leaflet in the back of the book giving you guidance on how to help with reading at home, we will also run a reading parents workshop at the beginning of term. Weekly a High Frequency word will be sent home for your child to learn (words that appear most often in print) and you will receive a list of Green (words you can sound out) and Red words (words you can't sound out) for your child to learn whilst they are in reception.

Please take care of the books which are sent home as you may be required to replace any books which have been lost or damaged. We ask parents to come and read to our children every week, please see the family story time sign up sheet on your child's classroom door if you would like to take part.

Reception Fund

We kindly ask for a weekly contribution of 50p. This money goes towards paying for things such as cooking ingredients, seeds and any other day to day items that we may use.

Toys and Sweets

Please do not allow your child to bring sweets into school. Often toys from home get lost or damaged and this causes upset and arguments, therefore, we ask you not to bring in personal items from home apart from on **Fridays when we have a show and tell session.**

Uniform, PE Kit and clothing

We are proud of our school uniform and ask that your child wears the school uniform to school **every day**. To ensure that your child can participate in a range of practical activities inside and outside you will need to ensure that they wear appropriate footwear and clothing e.g. Wellington boots/ a sun hat /**a rain coat with a hood is essential.** Please provide a complete set of spare clothes (including pants and socks) for your child to change into should they need to. Please label **everything** clearly, including shoes and bags, with your child's name so we can return things to the right child. Jewellery should not be worn in school; small studs are permitted for those with pierced ears. Please encourage your child to dress themselves

Summer Uniform		Winter Uniform		PE Kit and Bag	
	 	 	 	 	 

Summer: Blue and white checked dress/ Polo shirts white or blue/ Navy sweatshirt or cardigan

Winter: Navy Fleece or sweatshirt/ Box pleat Navy Skirt/ Navy Trousers/Black school shoes or black trainers

PE Kit: White T-shirt and Blue shorts

Available from: Crossbow Schoolwear, 31 Broadway Market, Hackney, London E8 4PH

020 7923 9313 Email: CROSSBOW.SCHOOLWEAR@HOTMAIL.COM

<http://www.yourschooluniform.com/schools/index/millfields-community-school-44358>

Water and Fruit

Each day the Reception children are provided with fruit 🍎 and have access to plenty of water all day. If your child is allergic to anything, please inform your child's Teacher or Key Worker

School Meals in Reception are FREE



Our fabulous cooked in house Halal school meals are free to all children in Reception, Year 1 and 2 regardless of income, a saving of £390 a year. Copies of our delicious school food menu created seasonally and can be obtained from the school office and is also on our school website. It is very helpful if you encourage your child to eat with a knife and fork before they come to school as it not only makes dinner time a less messy event but also helps to build up important muscles in your child's hands that they need to make writing easier.

We are proud of being a healthy school, so if you choose to send a packed lunch in for your child, please make sure that it is balanced. They should include at least one portion of fruit and one portion of vegetables, non-dairy protein, a starchy food such as any type of bread, pasta, rice, couscous, noodles, potatoes or other type of cereals, EVERY DAY.

There should be NO chocolate, cakes, sweets or crisps and NO fizzy drinks, be Sugar Smart-Swop the Pop...Drink water or milk. As an Eco School we encourage families to use reusable (clearly labelled with your child's name) drinks bottles and packed lunch boxes/packaging

We are an allergy friendly school so please don't pack any nut products.

To find out more about healthy packed lunches, please pick up the “**Balanced Packed Lunch Tips**” leaflet from the front office or you can find more ideas for packed lunches here:

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

When your child starts school and you meet the eligibility criteria as described below, we can claim the **Pupil Premium funding** from the Department of Education to help your child learn. If eligible PLEASE apply for this funding online whether you want a free school meal or not (you will receive a FREE School Jumper and half price clubs if you do) as we will receive money through this premium to help support all children no matter their financial back ground to make good progress at school. We do this by providing focused resources and support for individual children.

YOU MUST APPLY HERE https://ems.learningtrust.co.uk/CitizenPortal_LIVE/Account/Register

To qualify, your child must be in a Hackney school and you must be getting one of the following benefits:

Income support/Income based Job Seekers Allowance/Income related Employment and Support Allowance/NASS support/Guarantee element of State Pension/Child Tax Credit, with an income of £16,190 or less where the household is not getting Working Tax Credit /Working Tax Credit for the four weeks after employment ends/ Universal Credit, provided you have an annual net earned income of no more than £7,400 **If you need any help with completing this or any other form please contact a member of staff who will be happy to help.**

Extended Day

The School offers extended day activities in the form of a breakfast club and specific Early Years after school clubs, which include dance, drama and cooking clubs and more! If you require more details about either of these, please see the school website or contact Ifeoma Udejaja in the main school office.

Online Payments

You will be sent a unique online link code for our online payment system www.scopay.com

The system will allow you to view balances and pay for the following items online without the need to send cash or cheques into school: School meals/Trips and events /Before and after school clubs /School uniform. Your online account also allows you to: Print receipts, update your contact details and book appointments for Parents' Evening.

Injuries and medicines

Our Early Years team hold paediatric first aid training certificates. The school will contact you if your child is taken ill or has a serious injury. We also contact you if your child has a head injury, no matter how trivial.

It is school policy that medicine is not administered in school unless prescribed short or long term by your doctor, e.g. a course of antibiotics or chronic illness. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

If your child requires any medical intervention including inhalers or an epipen you must make an appointment with school SENCO to complete a Health Care plan. If your child has to have medication and you do not send them to school with up to date medication they will not be able to attend school

Rights Respecting School



Millfields is very proud to have a long history of working closely with UNICEF and to have had our Rights Respecting School Award (RRSA) since 2009. We are a Gold Rights Respecting Award School, which is the highest stage of the Rights (the principles of the United Nations Convention on Rights of the Child) Respecting Schools Award. It is granted by Unicef UK to schools that have fully embedded children's rights throughout the school in its policies, practice and ethos. Every class has a charter created by its pupils that binds teachers and pupils together in mutually agreed rights and respect of the rights of others. Millfields is a UNICEF "Rights Champion" supporting other schools to achieve the Rights Respecting School award. Our Year 5 Peer mediators take a rights approach in their interventions and many children participate by becoming 'friendship finders' in the school playground as well as by being part of our school council which ensures that all children have the opportunity to have their voices heard.


To find out more about the RRSA and to see some pictures of Millfields in action, visit the UNICEF Website: <http://www.unicef.org.uk/Education/Rights-Respecting-Schools-Award/>

Birthdays

We love to mark our birthdays at school by singing and sharing how we celebrate at home. We ask parents to refrain from bringing in cake or sweets for children as this impacts negatively on our learning time.

Communication

Talking to and with families is why Millfields is an excellent Community School. Our PSA (Parent Staff Association) is your opportunity to lead on the conversation. Our PSA aims to organise events and raise funds for the school to improve all aspects of school life for those who learn and work there. The PSA is a fully constituted charitable body. As a parent or carer you already belong to the PSA, if you would like to be kept in touch with events and projects and can respond to offers of help please e-mail psanew@millfields.hackney.sch.uk and or complete the form at the back of this booklet

We will be sending you a code for  which is a free app that tells you marvellous news about your child's learning and positive behaviours. Sign up [here](#) if you already have your code. We want all parents and carers to sign up so the whole community feels included in sharing marvellous news about our marvellous children!

We email our Millfields Mag weekly, the latest version can be found on our school website <http://www.millfields.hackney.sch.uk/> for further news take a look at our social media accounts <https://twitter.com/MillfieldsCSCC> www.facebook.com/millfieldscommunityschool

If you require any other information or assistance please call 020 89857898 or email info@millfields.hackney.sch.uk

Finally, welcome again and thank you for choosing Millfields.

We hope that your child will be very happy as they continue on their learning journey with us.

