



Solefield School
Sevenoaks

Reception Class Information Booklet



Welcome to Reception 2024-25

Staffing – 2024-25

Headmistress:	Mrs Helen McClure
Head of Pre-Prep:	Mrs Gemma Goodwin
Head of EYFS (Reception and Little Acorns):	Miss Rachael Adams r.adams@solefieldschool.org
Reception Teaching Assistant:	Mrs Nicola Barnes n.barnes@solefieldschool.org (from September)
Art:	Mrs Dana Koheji
French:	Miss Emma Finlay
ICT:	Mr Rob Coston
Music	Mrs Lydia Sage
PE:	Mr James Cramp/Mr Pawel Jankowski
Registrar & PA to Mrs McClure:	Mrs Lindsay Savage l.savage@solefieldschool.org
School Administrators:	Mrs Justine Webb & Miss Jen Wright office@solefieldschool.org
Catering Company:	Holroyd Howe

Uniform

Please see the enclosed uniform lists.

Where to purchase:

Many uniform items are available from Horncastles, the official Solefield School outfitters. They are located at 66 High Street, Sevenoaks TN13 1JR www.horncastles.co.uk (01732 453 574). SPA (Solefield Parents' Association) also sells second-hand uniform (solefielduniformshop@gmail.com).

Labelling /spare items:

Please clearly label all belongings with your child's name (even pants and socks!). Please provide a spare set of basic uniform in case of 'accidents' to be kept in school in a named bag

Practising:

It is really helpful if the children are used to getting themselves dressed and undressed before they begin school – especially practising buttons and doing up the school shorts/skirts please.

Swimming:

We take the children swimming from the start of the school year. They do not need to have learnt to swim before they come to school. Our sessions are to make them feel safe in and around the water and further their skill from wherever they are. For swimming the children wear the swimming kit, (navy swimming trunks/costume, and swimming hat) with goggles. On swimming days, the children come to school dressed in their swimming kit under their school tracksuit, with a towel and pants in a school PE rucksack.

The School Day

The day starts with **registration at 8.15am**. Please bring the children to the black gate by 8.15am. At the start of the year, you will be invited to bring your child into the reception classroom to help settle them but after a week or so, once they are happy to come in independently, we will collect them from the black gate and bring them in on their own.

The day ends for Reception at 3:30 pm. The children will be brought to the black gate to meet you unless they are staying for After School Care. Late class is available for all Pre-Prep children and ends at 4:00pm. This is free of charge. Pick up from Late Class is from the Little Acorns classroom. Children will be taken to After School Care if they are not collected by 4:00pm. If you are running late, please don't panic. Please ring the office and they can get a message to the teachers.

There is a Breakfast Club which should be booked in advance and is chargeable, from 7.30 am. After School Care provision begins at 4.00 pm - this should also be booked in advance and is chargeable. This runs until 6.00pm, 6.30 pm upon request. Bookings for breakfast club or After School Care should be by email to Mrs Garton: c.garton@solefieldschool.org.

Settling In Period

The children will be welcome to join us full time from their first day in Reception, however if you would prefer them to only do a half day you are welcome to collect them at 1pm (after lunch) up until Friday 13th September. The week commencing Monday 16th September the children should be in full time. Please advise us if you are picking up at 1pm on the day.

Home Toys

We do not encourage 'home toys' to come to school as they could be easily lost or broken.

Snack Time

During Reception, please can you provide your child with 2 small, healthy, nut free snacks each day. One will be eaten in the morning and one will be eaten in the afternoon. Water is always available and the children will be issued with a school water bottle which will remain at school.

School Lunches

The lunch menu is on the website. Food is freshly prepared using healthy ingredients every day, by our caterers Holroyd Howe. It is a two-course meal and is served in a family-style lunch. The teacher and TA will serve the children and sit with them. Reception eat in the Dining Room with the other Pre-Prep children and the teachers. Please help them at home to use their cutlery (including a knife) correctly – this really helps give the children a greater sense of independence from the outset. Everyone has school lunches at Solefield. Please contact me if your child has any issues surrounding food so that we can work together to help them with this.

Curriculum

We follow the formal Early Years Foundation Stage. It is split into **7 areas of learning**, though these are often merged during teaching and learning sessions:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Trips & Visitors

Trips and visitors are arranged to support the curriculum as opportunities arise. It is always exciting to go out of school or have people in, so we try to have at least one trip and/or visitor a term. We also have some trips that involve all the classes from Little Acorns to Year 2 and these are really fun days out!

A school packed lunch is provided for the children when we go on a trip.

Class Activities

The day is split into a variety of sessions and the timetable will be on display in the classroom and on the school website for you and the children to see. Sessions are split into teacher-led and child-initiated times (P.A.T – Planned Activity Time). There are specialist teachers for Music, French, Drama, Art, ICT, PE and Swimming. There will also be a library lesson.

Phonics and Early Literacy

We use the Read Write, Inc programme to teach phonics. It is important that you use *lowercase* letters when writing with your child and the *sounds* rather than the letter names when 'spelling' and 'sounding out' in reading.

You will find some useful phonics audio guides below. It is really important to say the sounds clearly to help your child learn them.

If you follow the link below you will find some videos from RWI that will help guide you including: <https://www.oxfordowl.co.uk/for-home/reading/read-write-inc-phonics-guide-for-parents/> (just scroll to the section that says videos and click).

- Understanding Phonics
- Set 1-3 sound pronunciation
- Teaching 'special friends'
- Blending

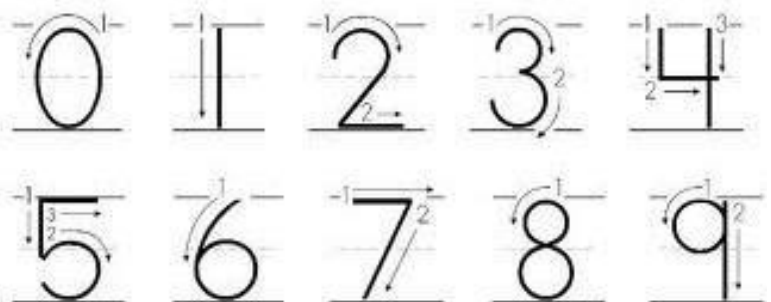


Pencil Grips

Please could you encourage children to hold their pencil or colouring crayon, or whatever implement they are using for making marks, correctly – gently correcting them if you see it held incorrectly. It is easier to establish the correct grip from the beginning rather than trying to change this later. A simple tripod grip is the correct way please.

Letter and Number Formation

The formation of letters and numbers can be tricky to grasp. We will be doing lots of practising of this! Remember that most letters and numbers are completed in one go – without taking your pencil off the paper. We will be teaching the children cursive handwriting from the outset.



Reading

The children will get a reading book when they are ready. We want to encourage a love of reading and encourage confidence in themselves and their ability. Sharing books together at home is a fabulous support to this process and reading each night to your child sets up a pattern of practice regardless of who is doing the reading.

Communication

Tapestry: we will be using Tapestry Online Journal to record your child's learning journey through their time in Reception. We will send out details on how to sign up in due course.

Reading Record: a reading record will go home every day with your child in their book bag. You can write questions or comments in here about anything but also a note or two about the reading/sounds work please: it is helpful for us to know if you have read with your child and briefly how they got on with the sounds/words/books that were sent home that evening. The reading diary is useful for dialogue between home and school.

Parents' Evenings and Reports: Parents' Meetings are held in the Autumn and Spring Terms and a full written report is provided at the end of the summer term alongside a final summary against the EYFS Early Learning Goals.

Classroom visits: we encourage parents to come in and see us, in addition to the whole-school Open Mornings we run throughout the year.

Parent Bulletin: each week the School Office sends a weekly email containing lots of information and letters about whole-school and Reception events.

School Newsletter: our whole school newsletter is called The Acorn and it includes photos and information from school trips, school events, celebrations of achievements, news about sport and many other items that you and your child will enjoy reading about. This is sent out via email.

Social Events

There are many social events for parents to attend if they wish, including termly coffee mornings. The Solefield Parents' Association (SPA) regularly arrange social events too and these are always popular and a lot of fun. We greatly value the support of our parents with social events.

Form Representative

Each year group has at least one parent representative. These Form Reps help parents by co-ordinating group email reminders and notices, when necessary, as well as organising some class social events.

School Website & Social Media

The school website which many of you may have already visited is www.solefieldschool.org

The most up to date calendar information is posted here, along with lots of useful information such as weekly lunch menu, holiday camps information, term dates etc. There is a secure parent only area to access additional school information such as recent letters and communications.

You will receive details of how to set up your account on the website from Mrs Henry in the School Office.

You are invited to follow Solefield School on Instagram and Facebook as we regularly update it with the children's learning experiences.

Contacting the School

You are always welcome to email me at r.adams@solefieldschool.org if you have any queries, concerns or to pass on any useful information. Please feel free to speak to us at the beginning or end of the day for a quick chat or if you need longer, we can arrange a later appointment/call.

Requests for absence: If your child is unwell or has an appointment, please let me and copy in the school office (office@solefieldschool.org). Any requests for authorised absence should be sent to Mrs McClure via the office.

If you prefer, you can leave a message for us with the office staff on **01732 452142** and we will endeavour to get back to you as soon as we can.