

# SELE FIRST ROUTINES AND PROCEDURES IN RECEPTION

Dear Parents/ Carers

September 2026

As your children settle into Reception, here is a summary of daily routines.

## Arrival at School

Parents and carers drop children at the main entrance at 8.40am. Your child's class teacher will be waiting to welcome them at your class spot.

## RM Spot 3

## RH Spot 4

## Breaks

Reception children spend time in our garden/outdoor learning area every morning.

## Reception Lunchtime Break 11:30 – 12:30pm

Children are taken to the canteen by their class teacher. Play time is after they have eaten lunch. Children are encouraged to settle for at least 20 minutes to eat lunch.

The government has introduced free school meals for all children from Reception to Y2. This means that all children will be offered a nutritious and balanced hot meal each day. A copy of the menu is available on the school website.

## Lunch Boxes

Please ensure lunch boxes are **clearly labelled** with name and class. We ask that sweets, fizzy drinks and crisps are not included in packed lunches. We appreciate your cooperation and support in keeping lunch boxes healthy. Please respect that **we are a nut free school**.

## Reception Afternoon Break - 2:00 - 2:15pm

Reception children have an afternoon break each day. We ask that children do not bring toys from home. As a "Healthy School" we know the children benefit from physical exercise at break time. We therefore aim to go outside for play even when the weather is damp or cold. Please could you ensure your child has a **named waterproof coat** in school every day.

As part of the National Fruit Scheme, children are offered fruit mid morning. We would like to encourage children to take advantage of this snack time, in order to give them a boost of energy mid-morning.

## Home Time

At the end of the school day children collect their belongings and are accompanied by their class teacher to the play ground. Children will be dismissed individually to the adult collecting them. Going home arrangements for individual children are kept in the classroom.

If you have made arrangements for your child to be picked up by someone else at the end of the day, please telephone the office in advance.

## Physical Education

PE kit should be in school every day. Due to space restrictions backpacks are not permitted in EYFS. For outdoor lessons, in the autumn and winter months, the children should wear navy

tracksuits or jogging bottoms, jumper or sweatshirt (other than their school sweatshirt) and training shoes. Navy hoodies are available from school. Long hair should be tied back; this is a good idea for all lessons.

All children's clothes, PE kit, shoes, socks, coats, gloves etc. must have names written/sewn in. This ensures that lost property is returned quickly to its owner. It is often helpful to have an extra set of underwear kept in school bags just in case!

### **Reading Books**

Reading books are sent home, once a child can read CVC words. This is to encourage a love of reading and allow children to be successful. We also believe that reading school books should be a positive experience for adults and children.

Reading books are issued and sent home on a Monday. Reading books should be returned to school on a Friday. New reading books will be sent home on the following Monday.

Children will bring home two books each Monday, a 'By Me' and 'To Me' book. These can be easily identified by the use of stickers that state: 'By ME' and 'To ME'

1. By ME- read by your child to help with fluency
2. To ME- a story book to read to your child

Children continue to develop their phonetic awareness using their 'by ME' books as well as taking home a 'to ME' book to share with a grownup.

**A new book will only be issued when the Home-School Reading Record has been signed.** Please initial or sign the record each time you read with your child.

Reading books will only be sent home if they are carried in a suitable, named waterproof cover, e.g. book bag.

**Children should bring their book bag and Home School Reading Record to school every day.**

### **Learning Journals**

We use Seesaw online learning journal in EYFS. Families can download the Seesaw app on mobile devices.

We encourage parents/carers to add observations they have made to the Seesaw app. The termly 'Curriculum Maps' may help you focus your observations.

If you record observations on Seesaw this will help us to work together in assessing your child's individual progress. For example, "At the weekend we visited the beach and Olivia recognised the prices of ice-cream, £1.00" or "Whilst in the bath Elliot spelt his name using the sponge letters."

### **Classroom Planning and Management**

The EYFS team meet every week to plan teaching and activities for all seven areas of the Early Years Foundation Stage Curriculum. Each Reception class delivers the same curriculum.

### **Outdoor Play**

As part of the Early Years Foundation Stage it is an expectation that children will use the outdoors area on a regular basis. Children will work outside in all but extreme weather.

### **Jewellery and Extreme Haircuts**

A reminder that no jewellery other than watches and items of religious significance should be worn in school. If you are considering ear piercing for your child please do this at the start of the summer holidays so that studs can be removed in time for school.

Long hair must be tied back. Please ensure children tie their hair back with a plain bobble and clips for school. Children must not wear fashion hair accessories such as large bows and bands. We respectfully request that extreme haircuts are avoided for example close shaved or sculptured hair, patterns and logos and dyed hair.

### **Assemblies**

An Act of Collective Worship takes place each day. Children take part in a celebration assembly with Mrs Milburn & Miss Phillips every Friday.

### **Money**

Any money brought into school should be put into a labelled envelope and placed in your child's book bag or in the postbox in the main entrance. It is helpful if you write your child's name and class on the back of cheques. Online payments made via Schoolcomms is the preferred method.

### **Fire Alarm**

Should a fire alarm sound please leave the building immediately by the nearest exit.

If you still have your child with you, keep them with you and leave the yard. If you have left your child with their teacher please leave the premises. Do not attempt to re-enter the building. Keep clear of all exits immediately. Keep clear of the lane in front of school – this is needed for emergency services access. Please do not get in the way of staff/children. It is essential we are able to check registers and keep children together and safe.

### **Need to Speak to the Teacher?**

If you wish to speak to teachers, you can telephone or email the school to make an appointment. Please inform class teachers via the office of any changes to going home arrangements. In case of emergency, please ring the school from 8.30am.

If you have any other queries regarding procedures and routines in Reception, please speak to your child's class teacher.

Mrs Hamilton & Miss Miller

**Reception Teachers**