



☆ Aim high  
& be a Star ☆

# Greenways Primary Academy Reception Parent Handbook 2023-2024



## Contents Page

Content	Page
Academy Details	2
Our Academy Aims	3
Welcome from EYFS	4
EYFS 7 areas of learning	5
The Reception staff	6
Settling into Reception & Uniform	7
What items to bring to school	8
Dropping off and collecting your child	9
Absence and Illness	10
Inside Reception Class	11-14
Reception Outdoor Area	15-17

### Academy Details

Greenways Primary Academy,  
Nursery Avenue,  
Stockton Brook,  
Stoke-on-Trent.  
ST9 9NY

Website: [www.greenwaysprimaryacademy.org.uk](http://www.greenwaysprimaryacademy.org.uk)  
Email: [info@greenways.windsoracademytrust.org.uk](mailto:info@greenways.windsoracademytrust.org.uk)

Telephone: 01782 235333

Headteacher: Miss J Garside  
Deputy Headteacher: Mr J Brown  
SENCo: Miss C Stone

## Our Academy Aims

At Greenways, we have the following academy aims:

- To provide a secure, happy and stimulating learning environment.
- To deliver high standards of teaching and learning.
- To provide innovative, reflective and forward-thinking professionals.
- To develop critical thinkers, who make links in their learning and play.
- To provide a highly innovative, motivating curriculum which maximises each child's true potential.
- To develop intrinsically motivated children who are inquisitive about their learning.
- To grow independent, confident and resilient learners.
- To nurture self-belief, ambition and self-worth.
- To inspire and equip children who are excited for their future and prepared for a fast-changing society.
- To equip children with the skills and awareness to keep themselves and others safe in society and online.
- To nurture an inclusive community where everyone is valued and differences are celebrated.
- To promote mutual respect and acceptance of others.
- To provide opportunities for children to share and celebrate their own interests and talents.
- To promote healthy life choices that support social, emotional and mental well-being.
- To encourage children to follow their dreams and be happy.

## Welcome from EYFS

We would like to welcome you and your child to Greenways Primary Academy Early Years Foundation Stage. We hope that you will find the information in this pack useful. If you have any questions please do not hesitate to contact a member of staff.

***The Early Years Foundation Stage is a unique phase in a child's life and is crucial to future learning.*** At Greenways, we aim to provide a happy, secure and stimulating environment in which our children can develop intellectually, spiritually, morally, emotionally and physically.

There are seven areas of learning in the Early Years Foundation Stage curriculum. We plan a rich and balanced curriculum, which is based on these areas. Children engage in activities planned by adults and those that they plan or initiate themselves therefore involving children in their own learning.

We see the outdoor environment as an extension of our indoor environment and the children have access to the outdoors for a substantial part of each day.





## Early Years Foundation Stage 7 Areas of Learning

1. Communication and Language  
Involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
2. Physical Development  
Involves providing opportunities to be active; and develop their co-ordination and control in both large and small movements. Children are also helped to understand the importance of physical activity and make healthy choices in relation to food.
3. Personal, Social and Emotional Development  
Involves helping children to develop a positive sense of themselves, and others; form positive relationships and develop respect for others; develop social skills and learn how to manage their own feelings; understand appropriate behaviour in groups; and have confidence in their own abilities.
4. Literacy  
Involves children learning to link sounds and letters and beginning to read and write.
5. Mathematics  
Involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction; and to describe shapes, spaces and measures.
6. Understanding the World  
Involves providing opportunities to explore, observe and find out about people, places, technology and the environment.
7. Expressive Arts and Design  
Involves providing opportunities to explore and play with a wide range of media and materials as well as encouraging them to use their imagination through art, music, movement, dance, role-play and design and technology.

## The Reception Team



Miss Law  
Reception Class  
Teacher  
Pediatric First Aider



Mrs Hales  
Early Years Practitioner  
Pediatric First Aider

We are currently in the process of recruiting another Early Years Practitioner for September so will inform you in due course who that will be.

 Aim high  
& be a Star 

## Settling into Reception

### **Your child's first day**

On your child's first day, you will come to Reception class with them. They will be supported to hang up their coats on the designated pegs and guided to putting their book bag in their designated tray.

If your child is finding their new experience of starting Reception stressful, please inform a member of staff who will be happy to help in any way. It is a new experience for both the child and parents/carers.

You can contact us by phone during the session if you are at all concerned.

### Uniform

#### For children in Early Years (Nursery & Reception)

Sweatshirt or Cardigan Green with Greenways logo or plain

Polo Shirt: White with either academy logo or plain

Trousers / Shorts / Skirts / Pinafore dresses: grey (no leggings)

Girls Summer Dresses: Green

Tights: grey or green

Socks: white or grey

**All items should be labelled with your child's name.**

#### PE Kit

T-Shirt: white cotton round necked T-shirts with Greenways logo or plain, or Green Greenways Academy PE round neck top (GREENWAYS PRIMARY ACADEMY printed on back of T-shirt available from Mr Motiff in Milton).

Shorts/leggings: Black

White Socks

Once settled, your child will be taking part in a PE lesson once a week. Please ensure they have a full PE kit in school, girls hair needs to be tied up and no earrings. Please place PE kits in a drawstring bag; this is kept on your child's peg.

#### Spare Clothes

A spare set of clothes is required in Reception which we would like to include two pairs of socks and two pairs of pants for emergencies. These need to be kept in a school PE bag.

No other bags need to be sent into the academy, as these will not fit on the pegs.

Once again, all items should be labelled with your child's full name.

## What items to bring to the academy.

### Outdoor Clothes

All items need to be labelled with your child's full name.

Please send children with:

- Suitable outdoor coat every day. Please consider that the children need to learn how to put their coat on and remove it independently.
- Sun hats for hot days (During the hot weather children must have sun cream applied prior to coming to school, it is suggested that an all-day protection cream is used as staff are not allowed to apply sun cream to children).
- Mittens/gloves and warm hats for cold days (please remember that children need to learn to be independent and mittens are much easier than gloves).

### School Bag

Children will need a small school bag (book bag), which will fit in our boxes, these are available to purchase from the academy office at a cost of £4.50.

In your child's bag we will put in any letters or work (pictures etc.) that they produce, please check the bag each day so no important letters are missed.

### Snack

We will provide your child with a healthy choice of snacks, milk and water every day. If your child has any dietary requirements/allergies please inform the staff and also note on your child's authorisation forms for our records.

### Lunchtime

Reception children are entitled to universal free school meals. A hot meal, drink and dessert is provided. Available daily as an addition to the meal is fresh bread and a selection of salad items. Parents and children can choose their main meal and order online using the School Money website. Please do be aware that meals must be ordered before 12 midnight the evening before.

If your child does not want a hot meal, they can bring in a packed lunch from home. Please be aware that there are no cooling/fridge facilities in school to store lunch boxes.

If your child has any food intolerances or allergies please let the academy office know as we will arrange for a representative from City Catering to meet with you and plan a menu to meet your child's needs. A doctor's note of an intolerance or medical need will be required to support this.

### 50p Friday

We ask for a voluntary contribution of 50p to be paid on a Friday. This pays for consumable resources within the classroom such as play dough, flour, food colouring and cooking opportunities. There will be a basket outside the classroom every Friday morning in which you can place your contributions.



## Dropping off and collecting your child from Reception.

The Reception school day starts at 8.45am when the doors are opened to welcome the children into class by the staff.

Reception parents need to enter the site using the top gate and wait by the Nursery playground gate until the gate is opened. We do not allow parents to wait on the playground as outdoor activities will be being set up for **the day's activities by staff** members. When the gate is unlocked, parents can walk around to the Reception area.

At 8.45am parents are welcome to bring their child into the classroom and support them in the early days of starting school of taking off their coat and settling in to their new classroom. We do ask that parents do not stay more than 5 minutes so that the daily routine can start. We understand children may get upset initially and staff will be supportive of you and your child if this happens.

Playground gates are then locked at 8.55am and no parents/carers are allowed on site for safeguarding reasons.

The end of the day for Reception is 3.15pm. Again, parents are asked to wait at the top gate until a staff member come and allows you to enter the playground where your child will only be dismissed when a known adult is there to collect them.

If your child is not collected, we will refer to the second contact on our records and inform them that your child is still at school and request that they collect. Please inform us via telephone if you are running late so that staff are aware.

### Car parking

Parking around the academy can be tight. We ask that parents do not use Nursery Avenue to park as the lane is too narrow and accidents need to be prevented. Parents are encouraged to park on Shaldon Avenue or Regency Drive and to walk to the academy.

 **Aim high  
& be a Star** 

## Absence and Illness

### Illness- If your child is sick and can't come into school:

- Your child should only attend school if they are well enough to do so.
- If your child has vomiting or diarrhea, please keep them away from school for 48 hours from the last episode.
- Ring the academy as soon after 08:00am as possible on the 1st day of absence, or leave a message on the academy attendance answerphone line.
- Ring each day your child is absent to confirm their absence.

What we do:

- Text or ring if we don't hear from you, as we monitor each child's absence closely.

### Dental, optician, Clinic & hospital appointments

Please arrange during holidays or after school where possible. Please bring medical appointment cards in to show the office staff if your child has an appointment during the academy day.

Holidays - no holidays are authorised during term time.

What 90% attendance means...

- A 90% attendance rate means that your child is absent from lessons for the equivalent of one half day every week!
- This also means that your child has missed the equivalent of 4 whole weeks of lessons in the academy year.
- If your child continues to attend for only 90% of the time over five years they will have missed the equivalent of half academic year!

Lateness - please avoid being late for your child, they feel uncomfortable and miss vital learning, thank you.

Rewards - At Greenways we celebrate weekly attendance for the class with the highest percentage. Certificates and prizes are awarded for 100% attendance and improved attendance.

  
**Aim high  
& be a Star**

## Inside the Reception classroom

Here are some of the different areas in Reception Class...



These are our EYFS toilets which are shared with Nursery class. Children are encouraged to be independent when going to the toilet, but a staff member will assist if absolutely necessary.

We use the carpet area for registration & circle times



The children love to use their imagination and learn through play using their own experiences to re-create familiar roles.





This is where the children can be creative, using a range of different materials & resources which are available at all times



Children enjoy spending time looking at a book independently or sharing one with a friend. The book area can also act as a relaxation area.





Children have access to a range of ICT resources to support their learning.



& be a Star



Children develop their Mathematics and Literacy skills through play activities.





Early writing in Reception.





Reception Outdoor Area







Once again, thank you for choosing Greenways Primary Academy Early **Years Foundation Stage** for your child's Reception provision.

We very much look forward to welcoming you and your child in September.

If you have any concerns or questions, please do not hesitate to contact us.