



# Reception Parents Information Booklet 2024-2025



# Welcome to Lordship Lane Primary School

Welcome to Lordship Lane Primary School. We are delighted you have chosen Lordship Lane to be your child's school.

The purpose of this booklet is for you, as parents and carers, to feel as prepared as you can to support your child in their start at Lordship Lane. We are looking forward to your child starting and we hope they are too.

## Contents

- Contacting the School
- General information
- Term dates
- Breakfast and After School Club
- Times of the school day
- Attendance and punctuality
- School uniform
- Food arrangements
- Home Learning information
- Your child's learning and progress
- Lordship Lane PSA
- Transition arrangements
- Arrangements for September



## Contacting the School and Staff

I hope you find this booklet informative and helpful. If you do have any questions or concerns, then please email, phone or make an appointment. We are more than happy to discuss any queries.

Please contact the school on 0208 888 6541. If we are unable to speak to you at any time, please leave a message and a member of staff will get back to you as soon as possible. You can of course email us at:

[admin@lordship.haringey.sch.uk](mailto:admin@lordship.haringey.sch.uk)

	
<b>Mr L Patterson</b> Headteacher	<b>Mr Kitchen</b> Deputy Headteacher

		
<b>Ms. Petsas</b> EYFS Lead	<b>Ms Wilson</b> Assistant Headteacher	<b>Mrs Wilding</b> Assistant Headteacher

# General Information



## Accessing the School

There are four entrances to the school, Reception enter via the Granville Road entrance.

## Arrival to class

All children are greeted and met by their class teacher and teaching assistant when they arrive in the class. The gate is open between 8:40-8:55 and the classroom door will open at 8:45.

Please wait with your child until 8:45 when the bell rings and leave once they have entered the classroom. If your child arrives after 8:55am the gate will be closed and you will need to walk them down to the late entrance where they will be marked as late on the register.

## Collection

At the end of the school day, the gate will open at 3:15 pm. Reception are dismissed directly from their classrooms, parents should walk around to the classroom, where the teacher will safely dismiss each child to their parent one by one.

At 3:25pm the gates will be closed and any children who have not been collected will be taken back to the main hall for late collection.



## Term Dates 2024-2025

Autumn Term	
Term 1	Monday 2 <sup>nd</sup> September 2024 – Friday 25 <sup>th</sup> October 2024 Wednesday 4 <sup>th</sup> September – First day of term for children
Half Term	Monday 28 <sup>th</sup> October 2024 – Friday 1 <sup>st</sup> November 2024
Term 2	Monday 4 <sup>th</sup> November 2024 – Friday 20 <sup>th</sup> December 2024
INSET Days	Monday 2 <sup>nd</sup> September 2024 – School closed for children Tuesday 3 <sup>rd</sup> September 2024 – School closed for children

Christmas Holidays	Monday 23 <sup>rd</sup> December 2024 – Friday 3 <sup>rd</sup> January 2025
--------------------	---

Spring Term	
Term 1	Monday 6 <sup>th</sup> January 2025 – Friday 14 <sup>th</sup> February 2025 Tuesday 7 <sup>th</sup> January 2025 – First day of term for children
Half Term	Monday 17 <sup>th</sup> February 2025 – Friday 21 <sup>st</sup> February 2025
Term 2	Monday 24 <sup>th</sup> February 2025 – Friday 4 <sup>th</sup> April 2025
INSET Days	Monday 6 <sup>th</sup> January 2025 – School closed for children Monday 24 <sup>th</sup> February 2025 – School closed for children

Easter Holidays	Monday 7 <sup>th</sup> April 2025 – Monday 21 <sup>st</sup> April 2025
-----------------	--

Summer Term	
Term 1	Tuesday 22 <sup>nd</sup> April 2025 – Friday 23 <sup>rd</sup> May 2025 Tuesday 22 <sup>nd</sup> April 2025 – First day of term for children
Half Term	Monday 26 <sup>th</sup> May 2025 – Friday 30 <sup>th</sup> May 2025
Term 2	Tuesday 3 <sup>rd</sup> June 2025 - Tuesday 22 <sup>nd</sup> July
INSET Day	Monday 2 <sup>nd</sup> June – School closed for children
Bank Holidays	Monday 21 <sup>st</sup> April 2025 – School closed for children Monday 5 <sup>th</sup> May – School closed for children

Summer Holidays	Wednesday 23 <sup>rd</sup> July 2025
-----------------	--------------------------------------

# Breakfast and After School Clubs

## Breakfast Club

Breakfast club is run by our own school staff. We provide a range of foods for breakfast including cereal and toast.

The Breakfast Club starts at 7.45am but you can drop off at any time you choose after this. When dropping your child off to breakfast club, please use the entrance on Ellenborough Road

## Afterschool Club

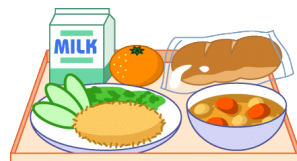
Afterschool club is also run by our own school staff. They provide a range of activities for your child such as art, games and sports. A light meal is also provided for children at 4:30. After school club will be available until 6.00pm, if you choose for your child to attend. More information can be found on the school website.

To secure a place in the club, please ensure you have completed the registration form which can be found at the Lordship Lane main office. A member of the admin team, will contact you to confirm your registration.



# Times of the School Day

Reception Monday to Friday	
Classroom doors open	08.45
Good Morning, welcome and register	08.45-09:00
Phonics	09.00-09:30
Continuous Provision and child-initiated learning- adult led focus groups and writing groups throughout	09:30-10:45
Maths	11:00-11:30
Lunch	11.30-12:30
Registration and finger gym	12.30-12:45
Circle Time, knowledge and understanding, Expressive art	12:45-1:15
Learning through play in the indoor and outdoor classroom- adult led focus groups throughout	1:15-2:45
Story Time	2:45-3:20
Home time	3:20



# Attendance and Punctuality

Attendance is perhaps the most important factor in successful learning. At Lordship Lane Primary School, students are expected to have 100%



## Absences

If your child is absent, then you must telephone the school office by 8:45 on each day of absence. Please call 0208 888 6541 and speak to a member of the office staff.

## Holidays













Parents are requested not to arrange family holidays or visits during term time. Applications for such visits will not be approved and will count as unauthorised absence. If you wish to request a leave of absence during term time, please complete a leave of absence form found in the office. We will take each application into consideration, however, please note we are unable to authorise holidays during term time for any reason.

## Punctuality

Punctuality is essential if your child is going to make the most of their learning. Unless your child is in the breakfast club, they must be in class by 8.45am. If they arrive after 8:55am, they will be marked as late



## School Uniform

<p>Navy blue sweatshirt or cardigan with the school logo.</p>			
<p>a white polo shirt (with or without the school logo)</p>			
<p>Grey or black trousers, skirt or pinafore</p>			
<p>Grey, black, navy or white tights or socks</p>			
<p>Black shoes (not trainers)</p>			

## PE Kit

<p>Navy blue sweatshirt or cardigan with the school logo.</p>		
<p>White T-shirt (with or without the school logo)</p>		
<p>Navy blue or black jogging bottoms or shorts</p>		
<p>Grey, black, navy or white tights or socks</p>	 	
<p>Black or white trainers or plimsoles</p>		



# Food Arrangements

All children from Reception to Year 6 are entitled to Universal Free School Meals. Fruit is available daily in the classroom and children under five years old are able to sign up for free milk.

Lunch times are an important part of every child's day; however, we realise they can also be challenging for some children. To support your child with this, we offer a meat option and a vegetarian option. We have a range of daily salad options available which children are encouraged to eat. We run a three- week cycle of menus. It helps if you discuss the menu options with the children and guide them with what to choose. The menu can be found on the website. We do monitor what your child eats and if we have any concerns over the quantity that they eat, the staff will get in touch with you.

At Lordship Lane, lunch time is a good opportunity to ensure children are taught key skills such as how to use cutlery correctly, polite table manners and how to serve each other drinks. Please also practise this at home with your child. Our menu has been designed specifically for the primary phase and children will be encouraged to try new foods and eat healthily.

Please ensure you inform the school of any dietary requirements/allergies your child has. If you would rather your child bring in a packed lunch, please ensure it follows the healthy schools guidelines which can be found at <https://www.gov.uk/school-meals-healthy-eating-standards>. Please avoid chocolate bars, sugary sweets or fizzy drinks.



# Home Learning

For home learning to be effective there needs to be an extended partnership between parents, teachers and children. When this partnership works well, Lordship Lane children will develop the attitudes and skills which enable them to become effective lifelong learners. All home learning will meet the individual needs of children and be age appropriate.

## Home Learning Aims

- (i) To provide parents with an understanding of what their child is learning about in school.
- (ii) To allow for parents to comment on and support their child's development.
- (iii) To strengthen, consolidate and extend learning.
- (iv) To formalise the fact that learning should continue outside school as well as inside.
- (v) To enable children to develop their basic key skills in reading, writing and spelling.

## Home Learning in Reception

**Daily Reading** – Children are provided with two reading books every week. You will be expected to sign their reading record every day to show you have completed a reading activity together.

**Phonics** – Children receive a QR code, which is then linked to the sound of the week



# How will you find out about your child's learning and progress?

There are opportunities throughout the year to find out from the class teacher how your child is doing.

There will be two parents' evenings throughout the year for you to have a 1:1 meeting about your child's progress as well as an end of term report to show how your child is doing. There is a more detailed end of year report, which will have targets for the next year. There will be an opportunity to discuss this with the class teacher should you have any queries.

There will also be a number of curriculum mornings throughout the year where we will present information about the primary curriculum and what your child is learning about in class.

The topics that Reception cover this year are:

Autumn 1	My Favourite Things
Autumn 2	Spells, Smells, Potions and Lotions
Spring 1	Once upon a Time
Spring 2	What's Inside .....
Summer 1	Wriggly, Buzz, Crawl
Summer 2	In the Woods



## Special Books

At Lordship Lane we assess all children's learning and development individually.

These assessments help us to make sure that each child experience the full curriculum and that provision is made for her/his particular development and educational needs.

We do this by making observations, collecting their drawing and paintings and taking photographs of the children whilst they are playing and learning. This is then show cased in their special book.



The 7 areas of learning are:

**Prime areas of learning particularly important in the first 3 years**

**Personal, Social and Emotional Development**

**Physical Development**

**Communication and Language**

**Specific areas of learning**

**Literacy**

**Mathematics**

**Understanding the World**

**Expressive Arts and Design**

# Lordship Lane Parent Staff Association (PSA)

Lordship Lane has an active and established PSA. This is a group made up of parents and some staff who meet regularly to plan fund raising opportunities that take place at our school.

We are determined to host some fantastic events this year, but we cannot do it without the support of parents. Please make an expression of interest via the school office if you would like to join.

New volunteers are always welcomed and as our new Reception parents, I would encourage you to join.



## Transition Arrangements and Events

Date	Event
17/06/2025	<b>New parents' Welcome Meeting Reception</b> Please attend NH to learn about the transition process and what to expect when your child starts school.
18/06/2025	<b>Reception Fun Stay and Play visit.</b> Prior to this visit, you will receive a letter to find out which class your child will be in and who their teacher will be. You will also find out which transition group your child is in for September. (Please see arrangements for September)
	<b>Learning about your child in their current setting.</b> A member of the staff will be in communication with your child's current setting. We will be asking about your child's likes and dislikes and how they have got on at Nursery.
01/07/2025 02/07/2025 03/07/2025	<b>Parent interviews</b> <b>Two days worth of parent interviews</b>



## Arrangements for September

To ensure that your child has a smooth and happy start to their school life, we have arranged a timetable as set out below. It is organised in this way to allow the teachers to get to know each group of children and also settle them into a routine quickly

Wednesday 3 <sup>rd</sup> September - Friday 5 <sup>th</sup> September	Group A start school (15 children per class) 8.45am – 11:25am	Group B start school (15 children per class) 12.30pm - 3.20pm
Monday 8 <sup>th</sup> September	<u>All children attend school all day 8.45am – 3.20pm</u>	

