COLEHAM
SCHOOL

A Guide to Starting School at Coleham Primary School



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Welcome

A very warm welcome to Coleham Primary School. The information in this booklet is designed to help you prepare your child for starting their first year at school.

In the Early Years Foundation Stage, the staff work together towards a shared vision of "For Every Child, An Excellent Education". We guide the development of children's capabilities with a view to ensuring that all children are ready to benefit fully from the opportunities ahead of them and are able to fully exploit all learning opportunities.

<u>We aim for the children in EYFS at Coleham Primary School to be:</u>

- Happy, secure and to feel safe
- Independent, self-assured risk takers
- Confident and Resilient
- Excited and Motivated to learn
- Socially strong and able to form positive relationships *

We aim to work in partnership with parents and carers to make the transition to primary school as smooth, confident and happy as possible for you and your child.

Our very warmest wishes,

J Melville

Miss Melville

Early Years Foundation Stage Leader

*Our full EYFS Vision statement is included in our EYFS Policy (available on our website).

EYFS Staff



Miss Melville
EYFS Leader and Foxes Teacher



Miss Cox
Badgers Teacher



Mrs Arthur-Lee
Teaching Assistant



Mrs Marghella
Teaching Assistant



Mrs Weatherhead
Teaching Assistant



Miss Salter
Teaching Assis-
tant



Mr Halford
Sports Coach

Classrooms and Environment

Foxes' classroom with Miss Melville

Foxes' classroom is on the right as you look at the front of the building. You access it by walking up the front ramp, into the entrance cloakroom and turning immediately right.





Badger's classroom with Miss Cox

Badger's classroom is on the left as you look at the front of the building. You access it by walking up the front ramp, into the entrance cloakroom and turning immediately left.





School Timetable

Beginning of school day

The classroom door is opened at 8.40am and will be closed at 8.50am.



Morning session

8.50am - 12:00pm



Lunchtime

12:00pm – 1:00pm



Afternoon session

1.00pm - 3.10pm

End of school day

The classroom door is opened at 3.10pm and a teacher will release each child to their parent/carer.

Routines

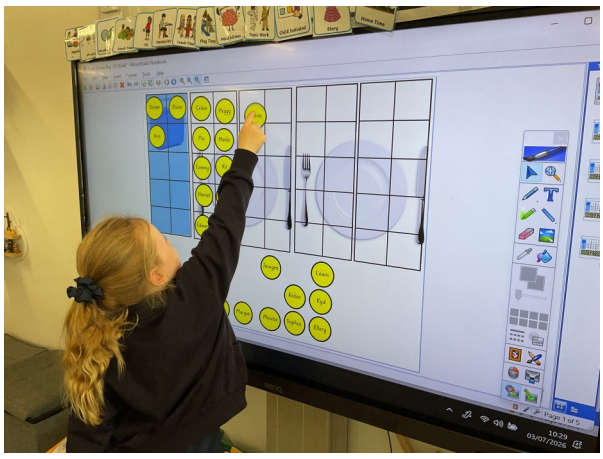
Your child's class teacher will aim to be outside of the classrooms from 8.40am to greet parents and children and to take messages that you wish the class teacher to know. We open the classroom door at this time to allow children to enter.



Children will be encouraged to come in by themselves and will be supported by the class teachers and EYFS practitioners to be as independent as possible.

Children will self-register using the interactive white board, put their book bag away (in boxes rather than on pegs) and hang up their coats on their own peg. Children who bring a packed lunch will put away their lunch box. Children will be asked to fill their water bottles with fresh water in the classroom.

Please try and help your child at the beginning of the day by being in plenty of time, so there is a smooth, anxiety-free start to the day.



Routines

Messages on the door

Your child's class teacher, or an EYFS Teaching Assistant, will be available on the classroom gate every morning to take messages and answer questions.

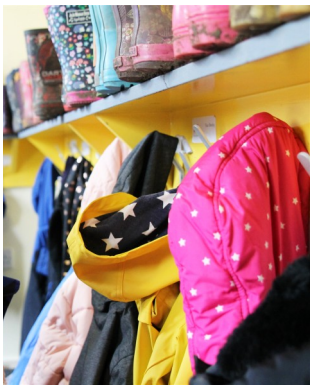
Collection from School

We recognise that it is not always possible for those with parental responsibility to collect their child from school. In such circumstances, we have clear procedures for the collection of children (available on our website). Please inform us of the designated person who will be picking your child up after school, if this is different from you, their parents/carers. This needs to be done each time, unless you have provided us with an Alternative Collection Form recording set days where another person will collect your child. We will not release your child to any other person unless you have informed us of this change by leaving a message with us or telephoning school. Please explain this policy to those who are collecting on your behalf as being asked to wait can sometimes cause offence.

Home time

Collection of children in Reception is from the playground in front of the demountable. For the collection of children in Badgers, we ask that you gather near to the railings, and for Foxes just outside the gate to the right of the demountable. Class teachers will release the children to their parent/carer and stay with any children who are not collected on time.

Routines



Running Late in the Morning

If you are late in the morning (arriving at school after 8.50), then please take your child to the school office, so they can be signed in.

Illness



If your child is unwell, has a medical or other appointment, please report their absence daily by emailing:

absence@col.318education.co.uk

Please include your Child's name, class and the details of the absence. We ask you do this for each day of absence. The school office will call you if your child has not arrived at school.

Snacks

Children are provided with a portion of free school vegetables or fruit every day.

Milk

Milk is provided free of charge to under 5s.



Lunchtimes

School Meals



Every child in the EYFS is entitled to a free school meal and we encourage you to take this up. Each day children are provided with a hot meal or a hot vegetarian option. The wheelbarrow salad bar offers fresh bread and a varied choice of salads daily and there is a dessert station for puddings.

Water is also available during lunch for children to access.

Packed Lunches



At Coleham School we promote healthy eating. All children can have water from school with their packed lunch. Lunchboxes are unable to be refrigerated in school. Please consider whether your child requires an ice-pack in their school lunch box to keep the food fresh until lunchtime. For more information about lunchboxes and healthy eating, please see our website.

Allergies



Our catering team does not order, accept or serve sesame, celery and nuts due to specific pupil Anaphylaxis risks in our school. There is no restriction on any foods re packed lunches.

Lunchtimes

Eating in the hall

The children in EYFS begin their lunchtime at 12:00, slightly before the children in KS1. They are supported by familiar adults to choose their food. Children are free to sit anywhere in the hall and with anyone that they choose. Cutlery and cups are available on the tables, just as you might find in a real restaurant.



Independence

After eating, children are encouraged to tidy away their own plate and tray for themselves. There are a number of older children, who have taken on responsibility for supporting younger members of the school community, available to help.

Playing on the playground

Once children have finished eating, they collect their coats and play on the KS1 playground. There is a range of play equipment such as hula hoops and skipping ropes to play with. There is a rota so that all classes have access to the clamber stack equally across the week. At 1:00pm, class teachers meet the children on the playground and lead them back to class.



Uniform and Clothing

School Uniform

- Plain white polo shirt
- Grey trousers, shorts, skirt or pinafore dress
- Blue checked dress/playsuit in summer weather
- Coleham School Navy blue sweater or cardigan with school emblem
- Plain black shoes
- Plain socks or tights (black, navy, grey or white)
-

Parents may purchase school jumpers, cardigans, book bags and caps from the School Shop Direct retail outlet or order items via their website, www.schoolshopdirect.co.uk

PE kit

- House professional sports top with house crest and coloured stripe (see house colours). This is available to purchase from the School Shop Direct or a Plain Navy T-shirt.
- Navy Blue or Black shorts and/or jogging bottoms
- Navy blue plain jumper/hoodie/zip up top or their school jumper
- Trainers



Please note that PE takes place outside all year round and that all-weather kit should be included all year round.

Waterproof Clothing

- Waterproof jacket/coat
- Wellington boots/sturdy, waterproof shoes
- Waterproof trousers or a waterproof all-in-one suit
- Gloves, hat and scarf (in colder months)



Uniform and Clothing



Accidents and Changes of clothes

Occasionally, children require a change of clothes at school. It is helpful if you provide a set of clean underwear in your child's book bag so that in the event that they need to change, they have their own clothes to wear. However, school do have some spare items.

Labelling clothing

We very quickly develop a large amount of lost property. There are a wide range of name tags and labels available commercially. The best ones are either sewn into clothes or ironed onto fabrics. Failing that, writing a name in permanent marker or biro (although these do eventually wash out) will help us to reunite you with clothing which will and inevitably go missing.

We cannot stress enough, how important it is to label your child's clothing and belongings clearly.

All unnamed items are kept in the lost property drawers in the front cloakroom so that parents can search for missing items. At the end of each half term, unclaimed items are given to charity.



Things to Bring to School

Please bring at the beginning of each half term:

- Outdoor clothes kit and wellies - this is kept in a box, clearly labelled with your child's name.

P.E Kit:

- Each week your child will take part in a PE. On these days we will ask your child to come to school already wearing their PE kit.



Please bring everyday:

- We ask that all children have a navy blue Coleham book bag (pictured) for reading books, newsletters, reading diary and spare underwear etc. These can be purchased from **www.schoolshopdirect.co.uk**
- Your child's water bottle.
- Lunchbox (if required)



Your child does not need:

- Pencils, pencil cases or any other stationery
- Toys or books from home unless requested

Items from home can be easily lost in a busy classroom.

Getting Ready for School

Before starting school

Before coming to school for the first time, it is helpful if your child has experience of:

- Dressing and undressing
- Using the toilet independently
- Washing and drying hands (and some awareness of why we do this)
- Using a tissue
- Using a knife and fork - including cutting their own food
- Sharing toys and taking turns
- Tidying toys

A Unique Child

Please know that all children respond differently to starting school. At Coleham Primary School, we will treat every child as an individual. All teachers and teaching assistants endeavour to make your child's experience of school safe, happy and secure.



Settling into School Life

What parents can do



In the mornings, your child is encouraged to enter the classroom by themselves . You can help us by being reassuring and positive about school. Praise your child for being grown up and showing independence.



If your child finds it difficult to separate from you in the mornings, please do not worry. Although it can feel uncomfortable for parents, we would encourage a simple routine of reassurance, a positive goodbye and a swift departure with a practitioner supporting your child. Please be assured that it usually only takes a few minutes for children to settle once their parents have left.

This process of coming in by themselves, can sometimes take as long as a few weeks to get right completely. Children gain a great deal of pride and self-esteem from being able to do things for themselves and we know that this feeds into all other areas of their learning.



Settling into School Life

What the practitioners will do



All the practitioners working with your child are highly experienced in helping children to start school positively and comforting those who may be upset.

We will warmly welcome your child and invite them to stay and start their day. We will gently encourage your child to come with us by asking them to say goodbye to you and come voluntarily.



Some children will need more support to continue. If your child refuses to leave you, we may ask you if it is alright for us to hold your child. When your child is safe with a practitioner, we may ask you to leave to make the separation as quick as possible. We will phone you to let you know how they have settled later in the morning.

We really do understand that this can feel uncomfortable for parents but experience tells us that this is the quickest way for children to form strong bonds with their practitioners and settle quickly into a new routine.



Learning Through Play

In Reception at Coleham Primary School, your child will be in the final year of the Early Years Foundation Stage (birth to age 5). This very special time continues the journey from home and preschool and is the foundation of future learning and success.



The EYFS Framework explains how and what your child will be learning to support their healthy development. They will be learning through play and learning skills, acquiring new knowledge and demonstrating their understanding through seven areas of learning and development.

These seven areas are used to plan your child's learning and progress towards the Early Learning Goals. The practitioners will plan and adapt their teaching to suit your child's unique needs and interests. Learning and experiences are planned to take place both indoors and outdoors.



Learning Through Play

There are three prime areas of learning:

The Prime Areas of Learning		
Communication and Language	Physical Development	Personal, Social and Emotional Development
Listening and Attention Speaking	Gross Motor Skills Fine Motor Skills	Self-Regulation Managing Self Building Relationships

There are four specific areas of learning:

The Specific Areas of Learning			
Literacy	Mathematics	Understanding the World	Expressive Arts and Design
Comprehension Word Reading Writing	Number Numerical Patterns	Past and Present People Culture and Communities The Natural World	Creating with Materials Being Imaginative and Expressive

Characteristics of Effective Teaching and Learning



Children learn by:

- playing and exploring
- being active
- creating and thinking critically

Practitioners will teach and observe these characteristics of effective learning throughout the year.

Assessment and Progress

EYFS practitioners take time to get to know your child and carry out baseline assessments as children start school in Reception. Information from a range of sources are taken into account including information from preschools and parents.

In the summer term of the Reception year the practitioners complete an assessment which is known as the **EYFS Profile.** This assessment is carried out by the practitioners that work with your child's class and is based on what they have observed over a period of time. The results of the EYFS profile will be provided in your child's end of year report.



Tapestry Online Journals

What is Tapestry?

Tapestry is an online learning journal system. It allows staff to record children's progress and activities using tablet devices and PCs. Parents can view their child's journal on mobile devices and on their home computers, and can make observations of their own using a secure login system.

Why do we choose to use Tapestry?

Your child's Tapestry Journal creates a two way communication between us (the EYFS team), and you (the parents and carers). We can upload media files meaning you can see pictures and videos of what your child is really up to at school. Its like having a window into the school and it allows greater opportunities to extend your child's learning at home.

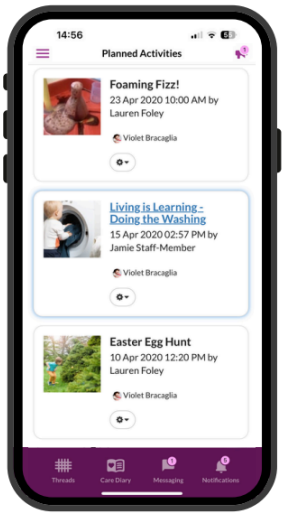
How does it work?

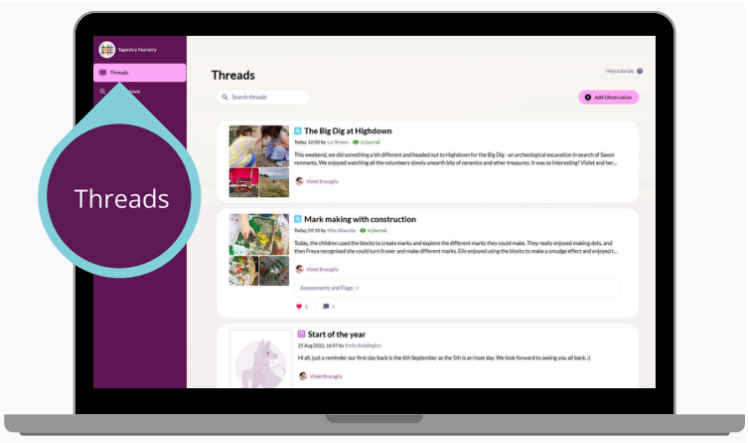
Every child will have a Tapestry Journal created at the beginning of the year. In school, we upload photos, videos and observations and link your child to them. Parents are invited to download the Tapestry Android/iOS app to a mobile device or to login via the Tapestry website and activate their accounts. This makes it possible to see your child's observations, to comment or like them and even add your own.

Tapestry Online Journals

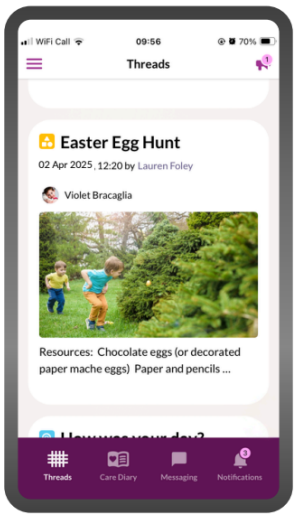
What does it look like?

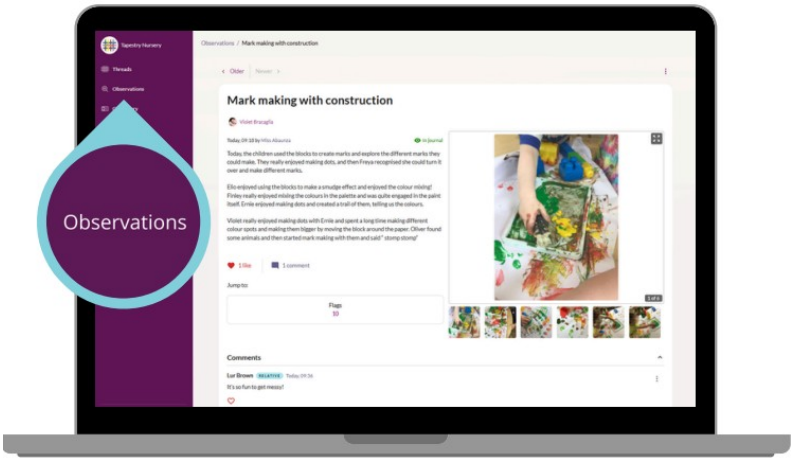
A list of observations will appear similar to this:





Observations can then be viewed in detail, like this:





Helping Your Child At Home

At home you might choose to provide opportunities both indoors and outdoors for learning through play.

Helping with the Prime Areas

Communication and Language	Physical Development	Personal, Social and Emotional Development
Talk, talk, talk! Model good listening skills Sing songs and rhymes	Use simple tools such as cutlery and writing tools Manipulate playdough Dressing and toileting Play outdoor games	Model sharing and turn-taking Talk about feelings and how you and others feel Model problem solving

Helping with the Specific Areas

Literacy	Mathematics	Understanding the World	Expressive Arts and Design
Model reading and writing Visit the library Value all mark making Practice name writing	Count everything! Talk about numbers in the environment Tell number stories Compare	Be sensitive to other cultures, religions and communities Observe natural things Use everyday technology	Explore mark making materials Use imagination and pretend Sing songs and make rhythms

Helping Your Child At Home

You can encourage your child by providing activities such as:

- Dressing up clothes or pieces of material and props for imaginary games and role play
- Cartons and boxes to build and make models and instruments
- Large boxes to make dens etc.
- Playdough to manipulate
- Mark making tools such as pencils, pens, crayons, paints, chalks, different sized paper
- Greetings cards, magazines, catalogues for your child to cut up, stick, sort, discuss
- Natural materials e.g. cones, leaves, pebbles, shells to sort and compare
- Water (maybe in the bath) and sand play with different sized buckets, containers, etc.
- Wheeled toys, balls and bats
- Cooking together
- Encourage your child to talk about what they are doing and play with them.
- It's really helpful if your child can at least recognise their own name, if they can write it too, this really helps.
- When children start school, they need to be able to hang up their own coat and bag, why not practise this at home now.

Quick Glossary

Designated person for collection - the person who you give us permission to release your child to at the end of the day.

Early Learning Goals - 17 goals that a child's development is judged against at the end of their Reception Year.

EYFS - Early Years Foundation Stage. The Key Stage which exists from birth to 5 years before Key Stage one in primary school. The Reception Year is the last year of the EYFS.

Practitioners - trained professionals working in an Early Years setting. This includes teachers and teaching assistants (TA).

If you have any questions or queries about any information in this booklet or any aspect of school life, please telephone the school office and both the office staff and the EYFS staff will be happy to help in any way that they can.

Coleham Primary School,

Greyfriars Road,

Shrewsbury,

SY3 7EN.

01743 362668

www.colehamprimary.co.uk

Updated by:

Miss Melville July 2026



Early Years Foundation Stage Leader