



**GORSEY
BANK**
PRIMARY SCHOOL

Reception Induction Information 2023/2024

Our Mission Statement

“To nurture lifelong learners who are confident and ready to embrace the challenges and opportunities of the outside world”

Starting School: As your child starts school, we hope the following information is a useful follow-up to our Reception Induction Evening, which will take place in our school hall on Thursday 22nd June, 6-7pm. If you have any other questions, please contact your child's Class Teacher or the School Office and they will always do their best to help you.

Does your child have the following?

- Names on all their belongings?
- A navy draw string PE bag with a navy t-shirt (school logo – see new uniform guidelines) and a t-shirt in their house colour, navy shorts, navy tracksuit bottoms, navy sweatshirt and trainers?
- A coat and pair of shoes they can fasten on their own?
- A Gorsey Bank book bag?
- A Gorsey Bank water bottle in the correct house colour?
- A pair of wellies to remain in school?

Uniform: Please ensure that all items of your child's uniform are clearly labelled with their full name. A full list of school uniform can be found in our induction folder and on our website [Gorsey Bank - Uniform](#)

Book Bags: Your child will be provided with a Reading Record which will be sent home each day and should be brought back into school each morning. Book Bags are available from our school uniform providers.

Water Bottles: School water bottles, available in house colours, can be purchased from the school office at a cost of £2.50 (cash only). Children may only have water in their water bottles (no juice or cordial).

School Lunches: All children in Reception, Years 1 and 2 (Key Stage 1 - KS1) are entitled to a free school lunch. At Gorsey Bank our catering services are provided by Dolce and all our food is prepared fresh, on site every day. For more information, please check out the [School Lunch Menus](#). All meals should be ordered with your child in advance, either the day before or for a full week or term ahead. Full log in details of how to order lunches through the 'School Grid' system will be sent out by the start of September.

Income related Free School Meals: If your child is in Reception or KS1, but is also eligible for free school meals because you receive one of the qualifying benefits, we suggest you still make a claim as the school can claim additional 'pupil premium' funding for new equipment and resources which will benefit your child's education.

You can claim for free school meals for each child who attends school in Cheshire East if you receive one of the following benefits:

- Universal Credit with no earned income or with net monthly earning less than £616.67
- Income Support
- Income based Jobseeker's Allowance
- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit - as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

For more information or to apply for this funding please visit:

[Free School Meals \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)

Please note that we are an **allergy aware** school. We have children and adults in school who could have a fatal reaction to any contact, however small, with nuts. **Please do not send any items with nuts into school under any circumstances.**

Snacks: We operate the School Fruit Scheme whereby each child in Reception and KS1 receives a free piece of fruit or veg each day. We encourage children to try the different types of fruit and vegetables supplied as we promote healthy eating. Unhealthy snacks (sweets, crisps and similar) are not permitted.

Behaviour: Our three school rules are: We are respectful. We make good choices. We try our best.

The children's standards of behaviour reflect the expectations that school and home set. We aim to encourage a "family atmosphere" within the school and it is not uncommon to see older children taking care of our younger children. In September, Reception children will be paired with Year 6 children (10-11 year old) who will act as buddies to the children during their early days in school. This will provide a little extra care and security for them as they settle in.

All children are expected to behave in a sociable and responsible manner. On the few occasions when a problem does occur, a quiet word, the withdrawal of a privilege or in more serious cases, a message home, is usually enough to resolve the issue. We also reserve the right to ask parents to visit school to discuss behaviour issues if their child is affecting the happiness or safety of other children. Our Behaviour Policy can be found on www.gorseybank.org.uk

The House System: We operate a House System throughout the school and your child will be assigned to a house – Altius (green), Citius (red), Fortius (blue) or Magnus (yellow) – which they will remain in throughout their time at Gorsey Bank. We introduce children to the House Point System during Reception; points are awarded for achievements in accordance with our 3 School Rules (see above) both in relation to pupils’ work and how they show respect towards others.

Safety Before and After school: For obvious safety reasons we do not allow the riding of bicycles and scooters in the playground. This must apply to adults, pre-school and school children. The use of hard balls before and after school is also not permitted. Parents who allow their toddlers to play on the adventure playground or play equipment do so at their own risk and accept full responsibility if their child is involved in an accident.

Dogs: Dogs are not allowed on the school grounds. However, they may be tied to the boundary fence at the back of school, well away from the footpath and any children who may be allergic to or afraid of dogs.

Litter: Please use the litter bins provided. We aim to create a clean environment for our children.

Safeguarding: We are committed to the Safeguarding of our pupils. If you have any concerns, please contact the Head of School who is the Designated Safeguarding Lead (DSL) or the Deputy Head of School who is the Deputy DSL.

School Times: The school doors open at 8.45am, for a prompt 8.50am start. We encourage all children to come into classrooms on their own as this provides a more settled start to the day. Reception children will be encouraged to do so from the outset. Staff are responsible for children from 8.50 am and we encourage children not to come to school any earlier, unless they are attending the before-school provision, ‘Kids Club’.

	Morning	AM Break	Afternoon	PM Break
Reception, Years 1 & 2	8.50am - 12.00 noon (Doors open 8.45-8.50am)	10.30 - 10.45am	1pm – 3.15pm	2.30pm – 2.40pm
Years 3-6	8.50am - 12.30pm (Doors open 8.45-8.50am)	11.00 - 11.15am	1.30 – 3.15pm	N/A

Punctuality and Attendance

Absence due to appointments: Ideally all routine medical/dental appointments should be made outside of school hours to reduce disruption to your child’s learning. At the very least, appointments should be made for the start or end of the school day so that disruption to learning is kept to an absolute minimum. We would not expect a child to miss an entire day of school in order to attend a routine appointment.

If it is necessary to take your child for an appointment during school time, please email the School Office via admin@gorseybank.org.uk in advance (ideally at least 48 hours) and provide sight of the appointment letter/message so that the absence can be considered for authorisation by the Head of School

Absence due to illness: Absence from school should be avoided whenever possible. If your child is too ill to come to school, then please inform the School Office via telephone by 9.00 am on the first day of absence and every day thereafter unless otherwise agreed by the school. In the interests of safeguarding, if the school has not received notification of a child’s reason for absence, then every effort will be made to contact the family. Please ensure that your child returns to school as soon as he/she is fit enough to do so.

If your child has had a contagious illness e.g., diarrhea and/or vomiting bug, then the 48-hour rule must be followed. This rule requires the child to remain absent from school for 48 hours after the last episode of diarrhea and/or vomiting. Please show consideration for the health of others and adhere to this rule in order to reduce the spread of germs and infection.

Absence due to holidays: The Department for Education (DfE) issued legislation which prevents Head Teachers giving authorised absence for holidays during term unless there are ‘exceptional circumstances’. Cheshire East Local Authority monitor attendance/absence figures and challenge any decisions regarding authorised/unauthorised absence that are regarded as not complying with legislation and may, ultimately, fine parents for unauthorised absence.

If you decide to take your child out of school in order to go on holiday, you must send your absence request via email to admin@gorseysbank.org.uk in advance, for the attention of the Head of School explaining your reason for doing so.

Please remember that we want the best for all pupils and absence during term time can have a negative social impact and can seriously disrupt a child's progress. Punctuality and attendance are monitored daily and the school may contact you if there are any concerns to discuss further.

Medical Matters: Gorseys Bank have two part time Welfare Assistants who cover the school week between them and deal with any first aid issues, administration of medicines, monitoring of absences/attendance and general advice regarding health at school. There also a large number of additional staff who regularly attend pediatric first aid training and will additionally deal with first aid issues during the school day and on educational visits.

Please feel free to meet with the Welfare Assistants and discuss any medical issues your child may have, prior to them starting school. It is essential that the school are made aware of any medical issues whether they are minor or life threatening and a care plan may need to be completed if required. It is important to share your child's medical history with us, if it is likely to affect their time in school.

The School Nurse (Cheshire East) makes regular routine visits. Sight/hearing and height/weight are routinely checked by the School Nurse team and you will be informed in advance of their visits

Medication in school: If your child requires medication to be kept at school for a long-term health condition e.g., asthma medication or requires a short course of medication e.g., antibiotics, the relevant form can be obtained from the School Office. All medication must be named; given to and collected from the School Office by an adult. Long term medication must be collected at the end of the school year and cannot be kept in school over the summer holidays. Any medication left will be disposed of.

If your child becomes unwell during the day, we will contact you if we feel they are not well enough to remain in school. **Please therefore make sure that we have access to at least two up-to-date contact numbers for your child at all times. These details should be updated through the MCAS (MyChildatSchool) App prior to the start of September.**

Pastoral Care: From time-to-time we are made aware that a child is unhappy about something that is happening at home. Whilst not seeking to interfere in any way, we are pleased when parents and carers share their difficulties with the Head of School, Class Teacher, or one of our Welfare Assistants. If the problem persists, we can refer them to outside agencies who may be able to help.

Questions or Concerns?

If you have any questions or concerns about your child, then please contact your child's Class Teacher in the first instance. We are here for you and your child and will do all we can to reassure you or resolve your concerns.

Playtimes: Three members of staff are on duty at play times. Minor grazes, bumps and bruises are dealt with by a qualified first aider. In the very rare case of a more serious accident, children will be sent to hospital and parents contacted to accompany them. An accident book is kept for recording any injuries in school. If your child receives a bump on the head a slip will be sent home with your child at the end of the day informing you of the incident. In more serious cases you will be contacted by telephone so it is essential that the School Office always has your most up to date contact details. **To contact the school office please ring 01625 468 040.**

When the weather is very wet or particularly cold children are encouraged to stay inside to work or play with a range of activities under supervision. Please make sure that they have a suitable coat in school every day. At lunch time children are supervised by Midday Assistants.

Home/School Communication: The 'Gorseys Weekly' newsletter is sent out to all parents and carers via email each Monday to keep you up-to-date with events in school. It is ESSENTIAL READING as it includes important dates and information which are vital to home/school relationships. Additional information will be communicated via MCAS App. Please check your child's bag each day in case there is an accident slip or a message in your child's Reading Record.

In Reception we use an online platform called 'Tapestry' as a way to communicate with parents and give you the opportunity to see what the children have been enjoying in school. Further information regarding Tapestry is sent to parents at the start of the academic year.

Some parents set up groups on social media to communicate with each other. Please note that these are not administered by the school and should not be seen as a substitute for our official communications.

Shoe Boxes: We ask the children to bring a shoe box containing special items with them when they come to school in September. It would be lovely for you and your child to choose some things that are special to them. They can then be put into the shoe box and brought into school so that we can get to know one another, and they can share and talk about the items they have chosen. These could be family photos, favourite toys, books, something you've made together, medals, certificates, drawings and so on. Please cover the shoe box in some special paper too. The children are always very proud of them and love sharing the surprises inside with all of us. We promise to return shoeboxes to you after your child has had the chance to share theirs with us.

Year Group Assembly: During the Spring Term, the Reception children will be involved in a Year Group Assembly. You are invited to join us for this special occasion and we will give you the date in advance. **The school's Annual Planner, which can be found on the website, is another vital source of information for parents and carers who may need to book time off work in advance to attend various events.**

Educational Visits: Your child may be taken on a number of Educational Visits during the year which link with their work in school. If you have any difficulty financially with the cost of these visits, please contact the Head of School or your child's Class Teacher.

Clubs: We organise a range of extra-curricular clubs across a broad spectrum of interests and year groups. We tend not to open these up immediately to Reception pupils as we feel they need time to settle into the core school day, but where and when they are appropriate for Reception children e.g., in the summer term, we will inform you of these opportunities.

Before and After School Care: Please refer to the Kids Club webpage which is the name of our before and after school provision – [Kids Club](#).

PTA Meetings: New parents are automatically members of the PTA and are welcome to opt to become committee members. Meetings are throughout the school year. The PTA will always welcome new committee members and any offers of help at PTA events!

Parent Council: Every class has a Parent Councilor who represents the views and opinions of their class at termly meetings with the Head and Deputy Head of School. If you are interested in becoming a Parent Councilor, please speak with your child's Class Teacher.

Parking: During the normal school day parents are asked NOT to come into the car park unless there is an emergency. There is limited space and it is reserved for staff and visitors. The School Car Park will be closed between 8.40 – 9am each morning. All parents who "drop-off" or "pick-up" their children on the main Altrincham Road or on Gorse Road are asked to be especially vigilant. Please avoid the yellow zigzag lines and be considerate to our neighbours around school.

We are situated on a very busy main road and caution must be used at all times. To ensure pupils are safe we ask for your cooperation and for you to avoid any dangerous or illegal parking that may put our pupils at risk.

Lost Property: Lost property can be found in the dining hall opposite the School Office. It really helps if ALL belongings are clearly labelled with your child's name. Please use sewn in labels or indelible pen to mark clothes.

Items that should stay at home: Anything dangerous or valuable should NOT be brought into school. Over the years, we have discouraged children from bringing toys to school. Naturally, other children like to play with them and this can be stressful to the owner of the toy, especially if it is accidentally lost or broken. We do not allow the wearing of jewelry, including earrings, necklaces, bracelets and rings, as these are dangerous when the children are playing or involved in PE, and can be a temptation to other children if left around. We do not accept responsibility for accidents or losses, which may arise if parents ignore this request.

Classes: Our classes are divided into four phases:

Foundation Stage	Key Stage 1	Lower Key Stage 2	Upper Key Stage 2
2 Reception classes	Two Year 1 classes Two Year 2 classes	Two Year 3 classes Two Year 4 classes	Two Year 5 classes Two Year 6 classes

Although there are four distinct teams, we see the school as one whole team with the same aims. There is a high level of communication between each class, each year group and each team to ensure we are all providing the best possible education for all children in school.

Curriculum:

Curriculum Workshops: We hold a number of these over the year to which all parents/carers are invited so that you can support your child's learning. Look out for details in the Gorsey Weekly and on Twitter.

Curriculum Maps: Details of the curriculum learning objectives and activities are available throughout the year on each of the relevant year groups pages of our school website, along with current bookshelf themes. A full year overview for each year group can also be found under the 'Curriculum' tab.

The Early Years Foundation Stage Framework: The statutory requirement for schools and early years' providers was updated in 2021. The overarching principles are that:

- every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured
- children learn to be strong and independent through positive relationships
- children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers
- children develop and learn in different ways

We recognise that by the time children join us in Reception, they have already acquired many skills and have much knowledge and understanding. Records from pre-school settings, together with a baseline assessment, provide teachers with a point to determine what stage of understanding each child is at and to plan what each child needs to do next.

The EYFS is organised as follows:

Prime areas

1. Communication and Language (listening, attention, understanding and speaking)
2. Physical Development (gross motor skills and fine motor skills)
3. Personal, social and emotional development (self-regulation, managing self, and building relationships)

Specific areas

1. Literacy (word reading, comprehension and writing)
2. Mathematics (number and numerical patterns)
3. Understanding the World (past and present, people, culture and communities, and the natural world)
4. Expressive Arts and Design (creating with materials, and being imaginative and expressive)

There is much interdependency between these areas of learning. We work on broad cross-curricular themes that provide the children with a stimulating and exciting framework on which to base teaching and learning. EYFS provides greater opportunity to develop the knowledge, skills and understanding of the children based on their interests. Our observations of the children are used to plan our exact delivery of the curriculum as we see strengths and areas for development. We are constantly reviewing the themes to enable us to evolve the curriculum.

RECEPTION PARENT BUDDIES 2023/24: The Early Years Team is always available to help you and your child during their first year at Gorsey Bank. In addition, the current Reception mum listed below has also kindly offered to be your point of contact with any questions (big or small!) that you may have.

- Jenna Bowker - jenna83@live.co.uk