



Halsford Park Primary School
Manor Road, East Grinstead
West Sussex, RH19 1LR
Mrs Claire Spencer – Headteacher

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www.halsfordparkprimaryschool.co.uk

Starting School at Halsford Park Primary School



Soaring to Success!



Starting School

Welcome to Halsford Park School



Starting school is a big step in your child's life. Our aim is to make it an enjoyable and happy experience.

This booklet contains information to help both you and your child prepare for this important and exciting event.

Headteacher
Deputy Head
Lead Practitioners (Senior Leaders)
SENDCO
School Secretary
School Administrator
Admin Assistant
Class Teachers

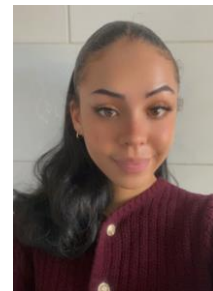
Mrs Claire Spencer
Miss Rosie Loftus
Mrs Cassie Barlow & Mrs Lisa Goodwin
Ms Vicky Davies
Mrs Justine Nix
Mrs Nicola Alsbury
Mrs Amanda Metters
Mrs Lisa Goodwin, Mrs Toni Scanlan & Miss Lauren Pierre



Mrs Lisa Goodwin



Mrs Toni Scanlan



Miss Lauren Pierre



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Our Core Values underpin all our learning:

Courage: be brave; believe you can	Responsibility: make good choices because your actions matter	Compassion: show care and understanding for everyone	Respect: value everyone and everything in how you listen, speak and in what you do
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The Early Years ethos:

We are looking forward to welcoming your child into Halsford Park.

At Halsford Park, we aim to build upon children's experiences at pre-school and help them to learn and make sense of the world around them through play.

We provide challenge and support appropriate to each child to help them learn, make progress and fulfil their potential.

We provide opportunities and experiences for each child to learn at an appropriate level for them in each area of the Early Years Curriculum.

The seven areas of learning in the Early Years Curriculum are:

- Personal and Social Development.
- Communication and Language.
- Physical Development.
- Mathematics.
- Literacy.
- Understanding the World.
- Expressive Art and Design.



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Working with Parents in Partnership:

At Halsford Park we believe in a strong partnership between home and school to provide the best education for your child.

We share the learning with parents in our 'Parent Overview' which is sent out for each half term.

We also provide individual learning "Next Steps" throughout the year, which focus on your child's needs to help develop their learning. These will be shared with you as part of FLC's (Family Learning Conference/parents evening) in the Autumn and Spring Term and in their end of year report.

To help support your child, we will also host workshops and 'Find Out Friday' sessions throughout the year so that you are able to further support your child at home, with a focus on how we teach in school. We will also provide Google Classroom memos to promote communication and language.



The first few weeks at school – 'settling in':

We will support your child settle into school life happily and confidently. Some children settle into the routine straight away, whilst others may take a little time to adjust to new routines.

During the first week of the Autumn term, we will carry out home visits, where we have the opportunity to come and meet your child in a familiar setting, where they will feel most comfortable. You will also have the opportunity to share key information with us which may support their



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transition into school. You will be able to sign up for a home visit during the welcome meeting on Tuesday 2nd June. Home visits are available on Wednesday 2nd, Thursday 3rd or Friday 4th of September between 9:00am and 2:15pm.

On the first day of school, Monday 7th September, you will bring your child round to the Early Years cabin at their allocated time (see below). There will be a staggered start on this day and members of the Early Years team will be in the outside area ready to greet you.

Start times for Monday 7th September only

Siblings	8.35am – 8.45am
Autumn Born	9:30 am
Spring Born	10:00 am
Summer Born	10:30 am

All children will be staying for the rest of the day once they have arrived, including eating their lunch at school. The school day will then commence as normal on Tuesday 8th September where all children will start at 8:35am.

We know that all children settle at different times. If your child does get upset, please know that we will ensure they are supported. Please trust us with this and leave your child so that we can best support them with their transition. (You are always welcome to phone and check they have settled – they always do!)

Our School Day:

The school day generally follows this pattern:

- 8.35am Children come in
- 8.50am Register taken
- 9.00am Morning session which includes focused carpet time and learning through play
- 11:45am Lunch
- 12:45pm Afternoon session which includes focused carpet time and learning through play
- 3.10pm End of school day

Please collect from the Early Years outdoor area at the front of the Early Years Cabin at 3.10pm.

Drink and snack:

Your child will be given the opportunity to eat a snack of either a fruit or vegetable every day at some point during the day (*this is provided by West Sussex so parents do not need to send additional snacks*) and children are able to drink water freely throughout the day whenever they wish. We encourage children to try all types of fruit and vegetables as part of eating healthily.

In addition, the Government, through Cool Milk, provide a carton/ glass of milk (1/3-pint, semi skimmed) for each child under the age of five, free of charge. To ensure your child can be given milk, you need to register with Cool Milk. Please use the link in the information pack to sign your



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child up for Milk. Once your child reaches the age of five, the milk is still available for a small cost, subsidised by the Department of Health.

Lunch at School:

Through Government funding, all children in Key Stage 1 are eligible for a Universal Free School Meal if they choose each day. As West Sussex are currently in the process of changing caterer, we are awaiting further information of the new system and how to book. This will be communicated by email as soon as it has been provided.

If you would like to provide your child with a packed lunch, we would ask that you do not include fizzy drinks, chocolate or sweets please. As a **NUT FREE** school, we also ask that you do not include anything containing nuts including but not limited to Nutella, peanut butter, fruit and nut bars etc.

Collecting from school:

When you collect your child at the end of the school day, please wait in the outside area in front of the Early Years cabin. When all of the children are ready, we will dismiss your child to you. Please ensure you have completed the 'collection arrangement' sheet prior to your child starting school.

If there is a change of adult collecting your child who has not already been named on this sheet, please inform us as soon as possible, prior to collection.

If this is going to be a regular arrangement, for example, a relative or a friend who will always collect on a Thursday, please put this information in writing (e-mail to school office on officehp@partnersinlearning.co.uk) so that it can be included in our records.

Name of child:

I give my permission for the following adults to collect my child on any day:

Name of adult:	Name of adult:
Photo:	Photo:
Name of adult:	Name of adult:
Photo:	Photo:

If you are collecting or returning a child during school hours, please go to the school office where they will be registered.

Medication and Absence:

Government Legislation states that medicines should be administered to enable the inclusion of pupils with medical needs, promote regular attendance and minimise the impact on a pupil's ability to learn.

Trained members of staff are, with written and verbal permission, allowed to administer prescription and specific non-prescription medicines. Please see our 'Supporting Pupils with Medical Conditions including First Aid' Policy for more information. This can be found on our website. Alternatively, please speak to the School Office for a copy.

Inhalers

If your child requires an inhaler in school, you will need to complete an Asthma Information form and hand this with an inhaler to the school office on the first day of school.



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Epi-pen/Jext/Emerade pen

If your child requires an Epi-pen, Jext or Emerade pen, an additional meeting will be held with the Early Years teachers to create a care plan. Your child will need to have two pens available in school at all times; they should be in a clear plastic box with their name and photograph clearly labelled on the lid. They will need to have these the day they start school so please make necessary arrangements over the summer holiday.



Illness & Absence

On occasion children do fall ill. If your child is unwell, the best place for them is at home. However, even with sickness you should aim for your child not to have more than 10 school days off in any one academic year. Research has shown that children who have an attendance of 95% or more achieve better results in school than those who regularly have an attendance below 95%. Holidays during the term time will not be authorised and are detrimental to your child's development in school. Any 'exceptional circumstances' must be applied for through the school office.

If you discover your child has head lice, please treat them, and notify your child's teacher. Children can be in school once treatment has been applied.

Please call the school office and leave a message before 9am to notify us if your child is ill and unable to attend.

Uniform and Equipment:

- Shirt/Polo Shirt – white
- School Sweatshirt/Cardigan – branded or plain purple
- Tailored Trousers– mid to dark grey or black (***elasticated preferably***)
- Pinafore dress/skirt – grey or black
- Dress in shades of purple with neat check or stripe pattern
- Tailored Shorts – grey or black
- Socks – white, grey or black
- Tights – plain grey or black
- Sensible black shoes – **no** heels please
- Plain jacket/anorak/coat
- Waterproof fleeces – optional
- Baseball caps/Sun hat
- Book bag (school or unbranded) – **no rucksacks please**



P.E. (all children):

- Shorts – navy blue or black
- PE T shirt – purple
- Trainers
- Plain tracksuit bottoms – navy blue (for outside PE sessions)
- School logo jumper/ cardigan
- Please ensure earrings are removed or taped on PE days



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Pupils are expected to wear school uniform to encourage a sense of belonging and pride in the school.

For their own safety, children should not wear jewellery (*including earrings other than studs which ideally are removed before coming to school on PE days*) or nail varnish to school. Sensible shoes should be worn at all times; open toed shoes, high heels or sling-backs are not suitable.

Sweatshirts, cardigans, book bags, caps and waterproof fleeces can all be purchased through the Brigade School Uniform online ordering – see inside pack or school website for more details.

We also have a nearly new uniform stall run by Friends of Halsford Park School (The PTA). The contact for nearly new uniform is **Stacy Shires**.



The children require a book bag, which they need to bring to school daily. Book bags with our school logo can be purchased online through Brigade also. Children are also welcome to bring a non-branded bookbag as an alternative. During the warmer weather, the children are encouraged to wear a hat/cap, these can also be purchased through Brigade.



Children will need to arrive into school wearing their PE kit on their PE day. You will be informed of the children's PE day at the beginning of the term in September.

Please ensure ALL clothing and property is marked with your child's name, preferably with sew-in tags or permanent marker as this will help us in returning lost items.

How we teach and learn

In Early Years, we follow a play based curriculum. We use open ended resources to encourage children to develop their imagination and problem solving skills. In the pictures below you can see that the children are using crates, tyres, cable reels and a plain wooden house to create their own play. Adults work with children 'in the moment' to develop their play and support their progress through asking questions, modelling play and language to help move their learning on. We work with the children and gradually introduce group focus activities over the course the year.

“Young children live in the here and now. If adults are to make a real difference to their learning they need to seize the moments when children first show curiosity, and support their next steps immediately.” – Anna Ephgraves





Starting School

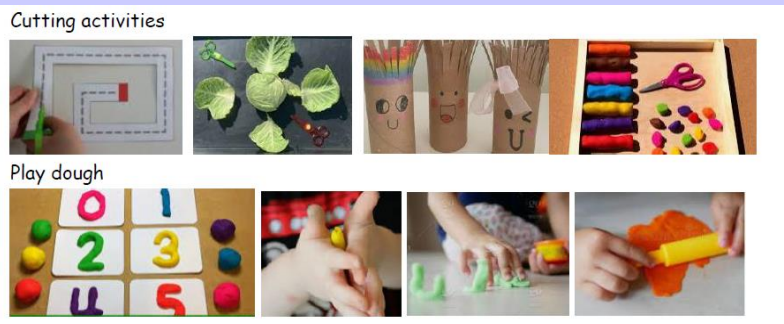
Welcome to Halsford Park School

How you can help prepare your child for school:

To support your child in starting school, we believe that focussing on these key activities in the prime areas of Personal, Social and Emotional Development (PSED), Physical Development (PD) and Communication and Language (C&L) will support their transition and help them prepare for starting school; you probably do many of them already!

<p>Encourage your child to play with other children, take turns and share. They may need some support when playing with others. This can be on a playdate or with members of the family at home.</p>	<p>Help your child take turns and share. Play turn taking games with your child, encourage them to wait for their turn. Practise sharing toys.</p> <p>Encourage your child to show respect for their toys and put things away when they have finished using them.</p>	<p>Use the toilet independently and use the toilet when they are out and about so they get used to hand dryers etc.</p> <p>If your child is prone to toilet accidents, please let the teacher know so we can support them when they start school.</p>	<p>Help your child recognise and manage their emotions. Talk to your child about how they are feeling. Reassure them that all emotions are valid and give them strategies to help e.g. taking deep breaths, walking away from the situation, having a cuddle to allow them to regulate their feelings.</p>
<p>Use calming strategies when dysregulated, encouraging kind hands.</p> <p>Remind your child to ask adult for help if they feel unsure about something.</p>	<p>Encourage your child to dress and undress independently.</p> <p>Practise putting on their own coat and doing this up and also putting shoes on the correct feet by themselves.</p>	<p>Practise washing their hands.</p> <p>Encourage children to carry their own bag and manage their personal belongings.</p>	<p>Encourage your child to listen carefully when someone is talking to them.</p> <p>Practise active listening: Eyes on the speaker, lips closed, ears are listening, sitting or standing still.</p>
<p>Enjoy stories with your child – read a story to them every day! Encouraging them to sit still and listen carefully or join in with familiar stories.</p>	<p>Go on a listening walk. What can you hear?</p>	<p>Play Simon Says so your child has the opportunity to practise listening in a fun way.</p>	<p>Sing nursery rhymes together. This is a great way to help them learn rhyme and can help develop their pre reading skills.</p>

You can practise fine motor skills activities to help build the strength in their hands. Using play dough and other items you have at home can support this.





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Other activities in the specific areas you can also have a go at.

- If they are ready to, practise writing their name using a capital letter for the first initial then lower case letters e.g. Rosie. They can trace or copy this as they develop their confidence.
- Take every opportunity to practise counting with your child, e.g. counting stairs, teddies, cars you see driving past.
- Enjoy number rhymes such as 10 green bottles, 5 little speckled hens, etc.
- Encourage your child to observe, investigate and talk about things they see around them and ask questions.
- Help your child to think of their own stories and act them out.



Year 6 Buddies:

During the year, the children will share different experiences with year 6 buddies such as reading, playing with them at lunchtimes, sharing work they are proud of and inviting their buddy to share in all sorts of activities in school.



If you have any other questions or require any further information, please do not hesitate to contact the school either by email using, HPadmissions@partnersinlearning.co.uk, or via telephone 01342 324643.

We can't wait for your child to
join us!